

Master Syllabus
Bus 232 – Introduction to the Accounting Cycle (1)
School of Business and Economics
Sonoma State University

I. Catalog Description:

An introduction to computer accounting applications, including forecasting, database management, and financial statement preparation using a spreadsheet program.
Prerequisites: BUS 230A and 230B. Cr/NC only.

II. Course Learning Outcomes:

After completing the course students should be able to:

- Describe the effects of transactions on financial statements
- Understand T-accounts and the debit/credit system
- Record transactions in general journals
- Discuss the purpose and types of adjusting entries
- Explain the closing process and its importance
- Discuss when, why and how reversing entries are used
- Discuss how to account for costs of goods sold using the periodic and perpetual inventory systems
- Describe how to use subsidiary ledgers and the additional information they provide

III. Course Materials:

- Textbook such as: *Accounting Procedures: The Recording Process—A Preparer's Perspective* by M.L. Werner and J.B. Price.

IV. Teaching Methods:

Primary teaching methods are conceptual lectures.

V. Evaluation Tools:

The course grade will be based on 60 to 75% examinations and quizzes, 15 to 30% practice sets, cases and homework, 5 to 20% group and in-class participation.

VI. Course Content:

A. Course Topics

- Effects of transactions on financial statements
- T-accounts and debit/credit system
- Journalizing and posting business transactions
- The adjusting process
- Ending the business year-the closing process
- Reversing entries
- The recording processes for merchandising companies
- Subsidiary ledgers and special journals

B. Perspectives for Business Decisions:

Business Decisions	Minimum Number of 50 Minute Periods Devoted to Topic	Required Graded Work Other Than Exams
International/Global	1	*
Ethical Issues	0	*
Political Issues	0	*
Social Issues	0	*
Legal/Regulatory Issues	1	*
Environmental Issues	0	*
Technology Issues	1	*
Demographic Diversity	0	*

* Required graded work other than exams will be at the discretion of the instructor

C. Interdisciplinary Skills:

Skills	Required Graded Work Other Than Exams?
Oral Communications	Yes
Written Communications	No
Critical Thinking	Yes
Working in Teams	No