



BAT128 Business Accounting II Syllabus

Course Information

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| Credits | 2 |
| Campus | Washburn Institute of Technology |
| Address | 5724 SW Huntoon |
| City/State/Zip | Topeka, Kansas 66604 |
| Office Fax | 785-273-7080 |

Description

Building on Business Accounting I, this course will lead the student to thoroughly study concepts relating to financial accounting and reporting, including accounting for payroll, accounting for a merchandising business, the use of special ledgers, and accounting for merchandise inventory.

Prerequisites: BAT116 Introduction to Business Accounting or BAT118 Business Accounting I

Textbooks

Required:

College Accounting, Chapters 1-27; Heintz & Parry, South-Western; 2014; 21th Edition; ISBN: 978-1-285-05541-1.

Optional:

Study Guide with Working Papers, Chapters 1-9 and 10-15; Heintz & Parry, South-Western; 2014; 21st Edition; ISBN: 978-1-285-41889-6

Student Learning Outcomes:

- A. Communicate effectively
- B. Integrate technology
- C. Learn effectively
- D. Demonstrate cooperative teamwork skills
- E. Apply safety in the workplace
- F. Think critically and creatively
- G. Demonstrate responsible work ethics

Competencies

1. Describe the differences between employees and independent contractors.
2. Describe and prepare payroll records, calculate employee earnings and deductions, and account for employee earnings and deductions.
3. Describe employer reporting and payment responsibilities; describe, calculate, and account for employer payroll taxes and expense.
4. Describe and account for workers' compensation insurance.
5. Define merchandise sales transaction and apply revenue recognition accounting principle in

- recording sales transactions to merchandise sales accounts.
6. Describe and use the accounts receivable ledger and prepare a schedule of accounts receivable.
 7. Define merchandising purchases transactions and apply matching principle to properly record transactions to merchandise purchases accounts and compute gross profit.
 8. Describe and use the account payable ledger and prepare a schedule of accounts payable.
 9. Describe, explain the purpose of, and identify transactions recorded in the sales journal, cash receipts journal, purchase journal, and the cash payments journal.
 10. Explain the impact of merchandise inventory on the financial statements and describe the two principal systems of accounting for merchandise inventory—the periodic system and the perpetual system.
 11. Compute the cost allocated to the ending inventory and to cost of goods sold using different inventory methods.
 12. Estimate ending inventory and cost of goods sold by using the gross profit and retail inventory methods.

Guidelines for Success

Assessment Plan

Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution's technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Grading Scale

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| A | 92%-100% |
| B | 84%-91% |
| C | 76%-83% |
| D | 68%-75% |
| F | 67% or below |

The course is graded by 70% classroom work and test scores, and 30% daily participation.

Attendance

Attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize a student's grade or the ability to continue in the course. If the student is absent for any reason, the student is responsible for all missed work and for contacting the instructor promptly.

Disability

The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator

Phone: 785-228-6356

E-Mail: ssscoordinator@washburn.edu

