

# North Central Michigan College

## NCMC MASTER COURSE SYLLABUS

Last Date Revised 10/19/2010

**INSTRUCTIONAL AREA: Occupational**

**DEPARTMENT: Business**

**ASSOCIATE DEAN: Robert J. Marsh**

**ORIGINATOR: Jane Bowe/Richard Parker/Robert Marsh**

**DEAN OF INSTRUCTION: Christine Hammond, Ph.D.**

**COURSE ALPHA/NUMBER: B 103**

**COURSE TITLE: Basic Business Methods**

**HOURS OF INSTRUCTION:**

Credit hours: 3

Lecture: 3

Lab: 0

Clinical: 0

Variable Hours: 0

Total Hours of Instruction: 3

Total Contact Hours: 52.8

*(Total Contact Hours Formula: (lecture hours + lab hours) x 17.6*

**CATALOG DESCRIPTION:**

Provides a practical overview with applications of three key entry level business skills: business mathematical concepts, accounting/bookkeeping procedures and computerized accounting utilizing Quickbooks.

**PREREQUISITE(S): None**

**COREQUISITE(S): None**

**GENERAL EDUCATION DISTRIBUTION AREA:**

Communications, Writing

Natural Science Group A

Communications, Communications

Natural Science Group B

Humanities Group A

Social Science Group A

Humanities Group B

Social Science Group B

Mathematics

Non Applicable

**GENERAL EDUCATION OUTCOMES:**

Write and Speak Effectively

Think Critically & Analytically

Write & Speak Effectively and Think Critically & Analytically

Non Applicable

**COURSE OBJECTIVES AND OUTCOMES:**

- Demonstrate an understanding of simple and compound interest, and the difference between them
- Demonstrate a conceptual understanding of present and future value
- Identify and understand the three elements of accounting
- Use a balance sheet and income statement to address a company's financial health
- Demonstrate a familiarity with journal entries, including adjustments
- Use Quickbooks to set up an accounting system for a small company

**METHODS OF INSTRUCTION:** Lecture, in-class exercises, computer lab assignments

**METHODS OF EVALUATION:** Exams, quizzes, homework, class participation

**REQUIRED TEXT AT TIME OF COURSE ADOPTION/REVISION:**

TEXTS: **TBD**

OPTIONAL SUPPLEMENTARY MATERIALS:

**Reasonable accommodations can be provided for students with documented disabilities. Please contact Learning Support Services for assistance: (231)348-6817.**

**SUGGESTED TIME ALLOWANCE AND MODULES OF INSTRUCTION:**

*(List general content description of what is being covered each week)*

*(If you need more than one line for a week, hit enter at the end of row; second line will begin)*

Module 1	Business Math Applications (5 weeks) <ul style="list-style-type: none"> <li>• Whole numbers and fractions</li> <li>• Decimals and percentages</li> <li>• Equation solutions</li> <li>• Interest, simple and compound</li> <li>• Present value</li> <li>• Basic descriptive statistics</li> </ul>
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Module 2	Accounting procedures/bookkeeping (6 weeks) <ul style="list-style-type: none"> <li>● Introduction to accounting concepts</li> <li>● Business formation options</li> <li>● Elements of accounting (assets, liabilities, owner's equity)</li> <li>● The income statement</li> <li>● The balance sheet</li> <li>● Debits and credits, the trial balance</li> <li>● Journalizing and posting entries</li> <li>● Adjusting entries</li> <li>● Financial statements</li> </ul>
Module 3	Computerized Accounting basics (5 weeks) <ul style="list-style-type: none"> <li>● Introduction to Quickbooks</li> <li>● Bookkeeping and accounting tasks</li> <li>● Financial management</li> <li>● Business plans</li> <li>● Care and maintenance of records</li> </ul>

APPROVED FOR ADOPTION/REVISION BY THE CRD/AP COMMITTEE ON \_\_\_11/1/10\_\_\_\_\_