

# MESABI RANGE COLLEGE

## Course Outline

**Course Title:** Operations Management II: Business Accounting with QuickBooks

**Submitted By:** B. Skorich

**Semester Course Prefix and Number:** BOPM 1252

**Approval Date:** May 2017

**Old Quarter Course Prefix and Number:**

**Revision Date:**

**Number of Credits:** 3

**Number of Lecture Credits:** 2

**Semester(s) Offered:**

**Number of Lab Credits:** 1 **Number of Lab Hours:** 2

**Class Size:** 30

**Number of Studio/Demonstration/Internship Credits:**

Negotiated by AASC on:  
(date)

### **Course Purpose Code:**

0 – Developmental Courses

1 – Non-transferable

2 – Technical course related to career programs

3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)

4 – Other college course not considered a part of MNTC (e.g. computer science, health, physical education)

5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.

9 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

### **Catalog Description:**

This course is an introduction to fundamental accounting concepts and includes analyzing, interpreting, and recording transactions. The course includes the preparation of financial statements, bank reconciliations, and payroll transactions. The use of the most current version of QuickBooks will be integrated into this course emphasizing the use of personal computers to process accounting data.

### **Prerequisites and/or recommended entry skills/knowledge:**

Course Prerequisite(s): none

Reading Prerequisite: none

Composition Prerequisite: none

Mathematics Prerequisite: none

### **Career Programs and Transfer Majors Accessing this Course:**

### **Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable:**

(Notes: No more than two goals may be met by any one course. AASC review and the Chief Academic Officer's approval are required.)

0.  None

6.  The Humanities and Fine Arts

1.  Communications

7.  Human Diversity

2.  Critical Thinking

8.  Global Perspectives

3.  Natural Sciences

9.  Ethical and Civic Responsibility

4.  Mathematical/Logical Reasoning

10.  People and the Environment

5.  History and the Social and Behavioral Sciences

**Learning Outcomes:** (including any relevant competencies listed in the Minnesota Transfer Curriculum)

Upon completion of this course, the student will be able to:

- Describe the purpose of accounting
- Define GAAP and describe the process used by FASB to develop these principles
- Define the accounting elements
- Construct the accounting equation
- Show the effects of business transactions on the accounting equation
- Define the parts of a “T” account
- Describe the flow of data from source documents through the trial balance
- Prepare end-of-period adjustments
- Prepare financial statements with the aid of a work sheet
- Prepare a bank reconciliation and related journal entries
- Describe QuickBooks’ basic features and identify the components and menus available in QuickBooks
- Use QuickBooks to create financial documents such as comparative balance and summary balance sheets; income statements; and cash flow statements

**Student Assessment Methods:**

Assignments, projects, tests, quizzes, and discussion boards.

**Use of Instructional Technology:** (includes software, interactive video and other instructional technologies):

This course will require use of the Internet, the latest version of the course software of QuickBooks, the submission of electronically prepared documents, and the use of the college’s learning management systems

**Additional Special Information:** (special fees, directives on hazardous materials, etc.)

**Transfer Information:** (Please list colleges/majors that accept this course in transfer.)

**Affiliated Mesabi Range College Courses and Programs:**

**Approvals:**

Body	Representative Signatures	Date
Faculty Association		
Academic Affairs Standards Committee		
Chief Academic Officer		

**Distribution:** Original – Instructional Services

**Copies:** Transfer Specialist, Originating Faculty Member, Records  
**Revised:** December 2012