

MESABI RANGE COMMUNITY & TECHNICAL COLLEGE

Course Outline

Course Title: Operations Management II: Business Accounting with QuickBooks

Submitted By: C. Karpik

Semester Course Prefix and Number: EOM 1252

Approval Date:

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)
x 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 QuickBooks Pro 2010 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:

Executive Office Management

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. Curriculum Committee review and the Chief Academic Officer's approval are required.)

- 0. X None
1. Communications
2. Critical Thinking
3. Natural Sciences
4. Mathematical/Logical Reasoning
5. History and the Social and Behavioral Sciences
6. The Humanities and Fine Arts
7. Human Diversity
8. Global Perspectives
9. Ethical and Civic Responsibility
10. People and the Environment

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.
- Identify the components and menus available in QuickBooks.
- Create a comparative balance sheet and a summary balance sheet using QuickBooks.
- Create income statements for different time periods using QuickBooks.
- Create and customize a statement of cash flows for a specified period using QuickBooks.
- Create, print, and analyze an Accounts Receivable Report using QuickBooks.
- Record business transactions classified as financing activities using QuickBooks.

Student Assessment Methods:

Daily assignments, in-class projects, quizzes, oral presentations, tests and a final examination.

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

This course may require use of the Internet, the submission of electronically prepared documents and the use of the course management software program QuickBooks Pro 2010. Hardware may include projectors, interactive white boards, computers, printers, and other supporting technologies.

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

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

Course Outline Revision History:

Approvals:

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

Distribution: Original – Instructional Services
Copies: Transfer Specialist, Originating Faculty Member, Records
Revised: March 2010