# Course Outline

**Course Title:** Operations Management II: Business Accounting with QuickBooks  
**Submitted By:** C. Karpik  
**Semester Course Prefix and Number:** EOM 1252  
**Old Quarter Course Prefix and Number:**  
**Approval Date:**  
**Revision Date:**

- **Number of Credits:** 3  
- **Number of Lecture Credits:** 2  
- **Number of Lab Credits:** 1  
- **Number of Lab Hours:** 2  
- **Class Size:** 30  
- **Number of Studio/Demonstration/Internship Credits:**

### 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 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.)

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<tr>
<th>Goal</th>
<th>Course</th>
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<td>0.</td>
<td>X None</td>
<td>6.</td>
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<tr>
<td>1.</td>
<td>Communications</td>
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<td>2.</td>
<td>Critical Thinking</td>
<td>8.</td>
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<td>3.</td>
<td>Natural Sciences</td>
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<td>5.</td>
<td>History and the Social and Behavioral Sciences</td>
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**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:**

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<thead>
<tr>
<th>Body</th>
<th>Representative Signatures</th>
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<tbody>
<tr>
<td>Curriculum Committee</td>
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**Distribution:** Original – Instructional Services

**Copies:** Transfer Specialist, Originating Faculty Member, Records

**Revised:** March 2010