

MASTER COURSE OUTLINE

A. BUSO 2641 Applied Principles of Bookkeeping

B. COURSE DESCRIPTION:

This beginning level course introduces the basic bookkeeping cycle. Topics include transaction analysis and recording. The full range of journals, financial reports, and current bookkeeping applications, such as QuickBooks, will be used. BUSO 2606 may also be helpful with or before to this course. This course is part of the Associate in Applied Science Administrative Assistant degree which is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
(3 Cr – 2 lect, 1 lab)

C. **Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- General accounting equation
- Balance sheets and “T” accounts
- Bookkeeping terms: charts of accounts, assets, liabilities, etc.
- Adjusting entries and closing entries
- Accounting statements

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
<u>**Critical Thinking</u>	gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the formation selected.	1. analyze information and amounts given, post the amount in the correct account using bookkeeping applications, and utilize the posted information to create business statements.
<u>CS</u>	define accounting terms such as assets, liabilities, owner’s equity, capital, debit, and credit.	1. demonstrate an understanding of bookkeeping terms.
<u>CS</u>	utilize the foundation accounting formula such as assets equal liabilities plus owner’s equity.	1. process several problems which practice allocation in the correct accounts such as assets, liabilities, and owner’s equity.
<u>CS</u>	prepare journals and financial reports such as income statements, balance sheets, and cash flow statements.	1. define each document and process problems correctly posting in correct accounts.

F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

G. COURSE CODING INFORMATION:

Course Code D/Class Maximum 30; Letter Grade

Revision date: 12/18/12

AASC Approval date: 01/22/13

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.