



## BMGT 1060

**Division:** Business and Technology

**Department:** Business Management

**Course:** BMGT 1060

**Title:** Business Management Accounting

**Catalog Description:**

This course is an introduction to accounting procedures, records and reports required for managing a typical business. The course teaches methods for recording business transactions and maintaining necessary records.

**General Education Requirements:** N/A

**Semesters Offered:** Fall, Summer

**Credit/Time Requirement:** Credit: 3; Lecture: 3; Lab: 0

**Clock/Hour Requirements:** 0

**Offered for Non-Credit:** Yes

**Prerequisites:** N/A

**Corequisites:** N/A

**Justification:**

Maintaining financial records and summarizing financial data into understandable reports is very important to the successful management of a business. This course teaches fundamental skills for recording business transactions and preparing financial statements.

**Student Learning Outcomes:**

Students who complete this course will be able to:

- understand and apply fundamental accounting principals
- apply accounting principals
  - perform record keeping
  - report writing.

**Content:**

Course objectives will be accomplished by providing students with learning experiences in the following subject areas:

- Accounting equation and financial reports
  - Accounting as a communication tool
  - Assets, liabilities and equity
  - Income statement and balance sheet
- Recording business transactions
  - Effect on assets, liabilities and equity

- Double entry accounting
- Recording transactions to financial records
  - General journal and general ledger
  - Verifying accuracy data s accuracy
- Completing an accounting cycle
  - Adjusting account balances
  - Temporary and permanent accounts
- Specialized records
  - Grouping and recording transactions by type
  - Vendor and customer records
- Payroll accounting
  - Compensating employees gross earnings and deductions
  - Payroll taxes including tax returns and payment requirements
- Recording interest bearing instruments
  - Notes receivable
  - Notes payable
- Inventory
  - Valuing and recording
  - Estimating inventory values.

**General Education Outcomes:**

1) Read effectively, constructively, and critically.

Students are instructed in reading technical information and applying the instructions to the specific transaction or report being recorded or prepared. Students must be able to read and interpret particular transactions from reading the transaction s description.

6) Apply computational skills to a variety of contexts.

The course requires that students perform computations in making a number of financial measures. (e.g., calculate account balances, simple interest, cash discounts, freight charges, sales and payroll taxes)

**Key Performance Indicators:**

Student's performance is evaluated from their performance on:examinations 60%, homework assignments 40%

**Representative Text and/or Supplies:**

- Bille and McQuaig, *College Accounting*, current edition, Houghton Mifflin Company.

**Optimum Class Size:** 30

**Maximum Class Size:** 45

**Signatures:**

I hereby submit this course syllabus:

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Russ Johnson, MIM, Assistant Professor

I hereby find this course consistent with the goals and resources of the Business Management Department:

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Russ Johnson, MIM, Assistant Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

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Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

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Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

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Michelle Olsen, MLS, Campus Librarian (Richfield Campus)