



## 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 using industry standard automated accounting software.

**General Education Requirements:** N/A

**Semesters Offered:** TBA

**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.

The Business Technology Advisory Committee recommends that students use industry standard automated accounting software in applying accounting principles.

This course is required or an elective for Business and Technology students and others completing certificates and AAS programs.

**Student Learning Outcomes:**

Students who complete this course will be able to:

- understand and apply fundamental accounting principles;
- apply accounting principles using industry standard automated accounting software for record keeping, payroll, and report writing.

**Content:**

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

- Accounting equation and financial reports (income statement and balance sheet)
- Recording business transactions (checks, invoices, purchase orders)
- Recording transactions to financial records (general journal)
- Completing an accounting cycle (adjusting entries)
- Specialized records (vendors and customers)
- Payroll accounting (employees and payroll taxes)
- Recording interest bearing instruments (notes receivable and notes payable)
- Inventory

### **General Education Outcomes:**

4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media.

Using automated accounting software, students will be able to obtain data to create reports and financial statements. Students will then be able to evaluate the statements and base business decisions on the report information. Students will receive instructor feedback on assignments, projects, and exams.

6) Apply computational skills to a variety of contexts.

Students will be able to perform a variety of calculations, including account balances, simple interest, cash discounts, freight charges, sales and payroll taxes, and other typical small business accounting calculations. Students will receive instructor feedback on assignments, projects, and exams.

### **Applied Education Outcomes:**

1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study.

Students will demonstrate competence by completing projects that require them to perform basic accounting tasks using industry standard automated accounting software typical for small businesses. Students will receive instructor feedback on skill mastery through assignments, projects, and exams.

### **Key Performance Indicators:**

Student performance is evaluated on:

- exams (50 percent of final grade)
- assignments (20 percent of final grade)
- projects/practice sets (20 percent of final grade)
- attendance and participation (10 percent of final grade)

Percentages are approximate.

**Representative Text and/or Supplies:**

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

**Optimum Class Size: 15**

**Maximum Class Size: 20**

**Signatures:**

I hereby submit this course syllabus:

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LaFaun Barnhurst, MS, Associate 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)