

Northern Marianas College

CURRICULUM ACTION REQUEST

Effective Semester / Session: Fall 2021

Type of Action:






- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation

Course Alpha and Number: AC228

Course Title: Financial Accounting II

Reason for initiating, revising, or canceling:

This course is being updated to reflect the updated version of the textbook for this course.

	
Larrisa Larson	4/30/2021
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Proposer	Date
	
Velma Deleon Guerrero	4/30/2021
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Interim Director, School of Business	Date
	
Adam Walsh	04.30.21
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Language & Format Review Specialist	Date
	
Ajani Burrell	5.3.2021
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Academic Council Chair	Date
	
Charlotte Cepeda	5/18/2021
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Dean of Learning & Student Success	Date

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Course: AC228 Financial Accounting II

1. Department

School of Business

2. Purpose

Financial Accounting II provides students with the ability to build a basic financial statement on a computer. This course gives a realistic environment of the daily transactions involved in the three major departments: accounts receivable, accounts payable, and payroll.

3. Description

This course provides students with basic computer skills and sufficient transactions practice in accounts receivable, accounts payables, and payroll areas to produce the daily operations of a typical accounting department. The student will be taught how to build the monthly operations with all accompanying reports on QuickBooks. Course prerequisite is AC227. English Placement Level: EN101. Math Placement Level: MA091.

A. Required/Recommended Textbook(s) and Related Materials

Required:

Owen, Glenn. (2022). *Using QuickBooks ® Online for Accounting 2022*; 5th edition. Cengage

Recommended: None

B. Contact Hours

1. **Lecture:** 4 per week / 60 per semester
2. **Lab:** None
3. **Other:** None

C. Credits

1. **Number:** 4
2. **Type:** Regular Degree Credits

D. Catalogue Course Description

This course provides students with basic principles and transaction formats used in creating the monthly operations of a typical accounting department. The transactions will be selected from the accounts receivable, accounts payable and payroll sections of an accounting department. The students will learn how to record these transactions manually on Excel spreadsheets and digitally in the QuickBooks software. Course prerequisite is AC227. English Placement Level: EN101. Math Placement Level: MA091. (Offered: Fall).

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E. Degree or Certificate Requirements Met by Course

This is a required course for the A.A.S. degrees in Business Administration with emphasis in Accounting.

F. Course Activities and Design

Lectures, student presentations, Excel homework, tests and quizzes will be the primary activities of the course.

4. Course Prerequisite(s); Concurrent Course Enrollment

Prerequisites: AC227

Concurrent Course Enrollment: None

Required English/Mathematics Proficiency Level(s)

English Placement Level: EN101

Mathematics Placement Level: MA091

5. Estimated Cost of Course; Instructional Resources Needed

Cost to the Student: Tuition for a 4-credit hour course, cost of the textbook, and any applicable fees.

Cost to the College: Instructor's salary

Instructional resources needed for this course include: basic calculator, whiteboard, dry erase markers, and multi-media system.

6. Method of Evaluation

Student learning will be evaluated by periodic quizzes and exams, group participation in problem solving exercises, and practical application project assignments. NMC's grading and attendance policies will be followed.

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7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 Learning to Navigate in a Computerized Accounting Environment
 - 1.1 Learn how to record and print an invoice
 - 1.2 Learn how to enroll a new employee
 - 1.3 Learn to general navigation rules for recording basic transactions

- 2.0 Review of the Financial Statements Used in the Accounting Process;
 - 2.1 Learn how to print all financial statements using QuickBooks

- 3.0 Accrual Versus Cash Basis
 - 3.1 Prepaid expenses and deferred expenses
 - 3.2 Posting adjusting journal entries on QuickBooks

- 4.0 Posting a Monthly Operation of Receivables and Payables and Issuing a Monthly Financial Report on QuickBooks
 - 4.1 Learn all the digital operations in QuickBooks to post the cash receipts and sales
 - 4.2 Learn all the digital operations in QuickBooks to post the cash disbursements and purchases

- 5.0 Preparation of a Payroll
 - 5.1 Learn how to enroll and pay an new employee
 - 5.2 Learn how to prepare a digital payroll transaction summary on QuickBooks
 - 5.3 Recoding and posting digitally the payroll taxes

- 6.0 Cash Reconciliation & Other Accounting Transactions
 - 6.1 Prepare a computerized bank reconciliation
 - 6.2 Prepare and digitally post other accounting transactions

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8. Instructional Goals

The course will introduce students to:

- 1.0 The navigation rules of a QuickBooks computerized accounting environment;
- 2.0 The preparation of all accounting reports in a QuickBooks environment;
- 3.0 The preparation of all adjusting journal entries as they apply to Deferrals and Accruals;
- 4.0 The preparation of the monthly operations in a QuickBooks environment;
- 5.0 The preparation of a computerized payroll summary and all related payroll taxes; and
- 6.0 The preparation of a computerized bank reconciliation.

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9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1.0 Understand and be able to navigate in a computerized accounting environment;
- 2.0 Understand and be able to print all necessary financial reports using QuickBooks;
- 3.0 Understand the use of adjusting entries and how they relate to the preparation of accrual basis financial statements;
- 4.0 Be able to prepare monthly financial statements in a QuickBooks environment, and show all transactions in a computerized accounting format;
- 5.0 Be able to prepare a monthly payroll summary and related payroll taxes in a computerized accounting environment;
- 6.0 Be able to prepare cash reconciliations using QuickBooks; and
- 7.0 Be able to record other accounting transactions digitally.

10. Assessment Measures of Student Learning Outcomes

Assessment of student learning may include, but not be limited to, the following:

- 1.0 Quizzes and Exams;
- 2.0 Group Problem Solving Exercises; and
- 3.0 Practical Application Project Assignments.