RARITAN VALLEY COMMUNITY COLLEGE
ACADEMIC COURSE OUTLINE

ACCT 250 – Advanced Bookkeeping Practice

I. Basic Course Information

A. Course Number and Title: ACCT 250 – Advanced Bookkeeping Practice

B. New or Modified Course: New

C. Date of Proposal: Semester: Spring Year: 2013

D. Sponsoring Department: Business & Public Service

E. Semester Credit Hours: 3

F. Weekly Contact Hours: 3 Lecture: 3 Laboratory:

G. Prerequisite: ACCT 101 Financial Accounting

H. Laboratory Fees: None

I. Name and Telephone Number or E-Mail Address of Department Chair:
Patti Kletz pkletz@raritanval.edu

II. Catalog Description

Prerequisite: ACCT 101 Financial Accounting. This course emphasizes the complexities of bookkeeping, building on the accounting/bookkeeping principles covered in ACCT 101 Financial Accounting. Materials used in the course are those that are used to prepare for the Certified Bookkeeper Exam. The certified bookkeeper exam is administered by the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard and the only national standard for bookkeepers. Becoming a Certified Bookkeeper (CB) can increase earning potential, enhance professional status, and offer a decisive edge in any job market. A student can schedule the exam as they work through the semester, so at the end of the semester they will have completed the national exam. To ultimately become certified, 2 years of full-time accounting/bookkeeping experience or 3,000 hours of part-time experience is required before or after taking the exam. Candidates will have 3 years from the date that they passed the last exam to fulfill this requirement.

III. Statement of Course Need

A. This course is designed as an accounting elective under the AAS Accounting Degree, providing students the opportunity to gain a bookkeeping certification while enrolled in the program. Students must choose one of three accounting electives, the other two electives being ACCT 290 Accounting Coop Education for those who wish to gain
accounting job experience in an academic context, and ACCT 222 Auditing for those who are contemplating taking the CPA exam in the future.

B. There is no lab component.
C. This course is not designed for transfer to 4-year institutions.

IV. Place of Course in College Curriculum

A. Free Elective
B. This course is an accounting elective in the AAS Accounting program.
C. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

The course content follows the six sections of the CB exam, as follows:

A. Adjusting Entries: Accruals, Deferrals, and the Adjusted Trial Balance
B. Correction of Accounting Errors and the Bank Reconciliation
C. Depreciation: Book and Tax
D. Payroll
E. Merchandising Inventory
F. Internal Controls and Fraud Prevention

VI. General Education and Course Learning Outcomes

A. General Education Learning Outcomes:

Students will:

1. Students will be able to use various technologies to process accounting information. (GE-NJ4)
2. Students will evaluate and think critically about accounting information. (GE*)
3. Student will be able to discuss AIPBA Code of Ethics. (GE NJ ER)

(* Embedded critical thinking)

B. Course Learning Outcomes:

Students will be able to:

1. Apply accrual accounting to transactions that span fiscal periods
2. Distinguish between the effects of accrual and deferral transactions on financial statements
3. Identify and correct errors, using accounting concepts and basic tools of financial analysis
4. Reconcile bank accounts, using accounting principles
5. Prepare payroll transactions, from paying wages to depositing and reporting taxes
6. Calculate depreciation, selecting the appropriate method for book and tax purposes
7. Value inventory, recording costs, making entries, and reporting inventory on financial statements
8. Assess the use of basic internal controls to prevent theft, embezzlement or check and credit card fraud by employees, customers, and/or vendors

VII. Modes of Teaching and Learning

A. lecture/discussion
B. small-group work
C. computer-assisted instruction
D. student collaboration
E. independent study

VIII. Papers, Examinations, and other Assessment Instruments

A. Exams
B. Homework
C. Projects
D. Class Participation

IX. Grade Determinants

The following factors may enter into the determination of the final grade according to the learning outcomes and general education goals listed above.
A. Projects
B. Exams
C. Homework
D. Class participation

The results of the certified bookkeeper exam administered by the American Institute of Professional Bookkeepers (AIPB) will not be factored into grade determination. Taking the AIPB exam during the course is optional.

X. Texts and Materials

AIPB set of six (6) workbooks:

1) Mastering Adjusting Entries
2) Mastering Correction of Accounting Errors
3) Mastering Payroll
4) Mastering Depreciation
5) Mastering Inventory
6) Mastering Internal Controls and Fraud Prevention.

Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.
XI. Resources

A classroom equipped with computers is required for this course.