

**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: Modified

C. Date of Proposal: Semester: Fall Year: 2021

D. Effective Term: Fall 2022

E. Sponsoring Department: Business and Public Service

F. Semester Credit Hours: 3.0

G. Weekly Contact Hours: Lecture: 3.0
 Laboratory: 0.0
 Out of class student work per week: 6.0

H. Prerequisites: ACCT 101 Financial Accounting and familiarity with the use of a personal computer.

I. Laboratory Fees: N/A

J. Name and Telephone Number or E-Mail Address of Department Chair and Divisional Dean at time of approval: Tracy Rimple, tracy.rimple@raritanval.edu, Patrice Marks, patrice.marks@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. The exam is not part of the course but

provides reasonable preparation. Emphasis is placed on adjusting entries, correction of errors, payroll, depreciation, inventory and internal controls.

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. This course is not designed for transfer to 4-year institutions.
- B. There is no lab component.
- C. This course generally transfers as elective credit, or does not transfer at all.

IV. Place of Course in College Curriculum

- A. Free Elective (This applies automatically to all credit courses in the College.)
- B. This course is not a General Education course.
- C. This course meets a program requirement for A.A.S. Accounting, A.A.S. Accounting Information Systems, the CPA Education Requirements certificate, Bookkeeping Certificate, and Tax Preparer Certificate of Completion. It serves as a business elective for A.S Business Administration (all options), A.A.S Business Management (all options).
- D. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

- 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:

At the completion of the course, students will be able to

1. Identify, analyze and evaluate information for preparation of financial reports.
(GE-NJ IL, *)
2. Interpret and process financial data to maintain appropriate accounting records.
(GE-NJ 2).

B. Course Learning Outcomes:

At the completion of the course, students will be able to

1. Review data to determine amounts to be recorded for adjusting entries for depreciation, taxes payable, bad debt, and other accruals and deferrals
2. Generate various accounting reports/statements such as a trial balance.
3. Generate inventory values using inventory costing methods.
4. Calculate certain wages and required withholdings.

C. Assessment Instruments

The following assessments may be used

1. Exams
2. Homework
3. Class discussions

VII. Grade Determinants

- A. Exams
- B. Homework
- C. Discussion
- D. Quizzes

Modes of teaching and learning used in this course:

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

VIII. Texts and Materials

- A. **AIPB Certified Bookkeeper Workbook Set**—which includes set of 6 workbooks.
- B. Internet Sources

(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.)

IX. Resources

N/A

X. Honors Options [if relevant]

N/A