

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: Fall 2022
- D. Effective Term: Fall 2023
- E. Sponsoring Department: Business and Public Service
- F. Semester Credit Hours: 3.0
- G. Weekly Contact Hours: 3 Lecture: 3.0
Laboratory: 0.0
Out of class student work per week: 6.0
- H. ☒ Prerequisite (s): ACCT 101 Financial Accounting
☐ Corequisite (s):
☐ Prerequisite (s) and Corequisite (s):
- I. Additional Fees: None
- J. Name and 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 essential for students who wish to pursue a career in accounting. Students will become familiar with bookkeeping practices which are used by industry professionals.
- B. No lab requirement.
- C. This course generally transfers as a business or accounting program requirement or as an elective dependent on the transfer institution.

IV. Place of Course in College Curriculum

- A. Free Elective
- B. This course is an accounting elective for A.A.S. Accounting degree and is a requirement for the Bookkeeping Certificate Program.
- C. This course serves as a business elective for A.S. Business Admin and A.A.S. Business Management programs.
- 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. A. Course Learning Outcomes:

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

- 1. Access, analyze and evaluate given financial information. (GE IL)
- 2. Interpret and process financial data to maintain appropriate accounting records. (GE 2).

B. Assessment Instruments

The following assessment methods may be used:

- A. Exams

- B. Homework
- C. Class discussions

VII. Grade Determinants

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

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

N/A