



MASTER COURSE OUTLINE

A. ACCT 1061 Certified Bookkeeper Capstone

B. COURSE DESCRIPTION:

This course examines key bookkeeping functions for a small business. Emphasis is placed on adjusting entries, accounting errors, payroll, depreciation, inventory, internal control and fraud prevention. This course prepares students for the Certified Bookkeeper exam which leads to a national designation as a Certified Bookkeeper through the American Institute of Professional Bookkeepers. (Taking the Certified Bookkeeper national exam is optional and is not a requirement for this course.) Students who have a current external certification which meet the objectives for this course may be granted course credit. Prerequisites: ACCT 1099 or concurrent and ACCT 2011.
(3 Cr – 3 lect, 0 lab)

C. *Core Theme: Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Adjusting Entries
- Correction of Accounting Errors
- Payroll
- Depreciation
- Inventory
- Internal Controls and Fraud Prevention

F. GOAL TYPE, OBJECTIVES, AND OUTCOMES:

<u>GOAL TYPE</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
<u>*Critical Thinking</u>	Students will be able to gather factual information and apply it to a given problem in a manner that is relevant,	The student will successfully 1. perform key bookkeeping functions for a small business.

	clear, comprehensive, and conscious of possible bias in the information selected.	
<u>CS</u>	analyze accounting data to determine adjusting entries and record adjusting entries.	<ol style="list-style-type: none"> 1. differentiate accruals and deferrals. 2. calculate and record adjusting entries for accrued revenues and expenses. 3. calculate and record adjusting entries for deferred revenue and expenses. 4. construct an unadjusted trial and an adjusted trial balance.
<u>CS</u>	analyze accounting data to detect errors and correct errors.	<ol style="list-style-type: none"> 1. perform monthly bank reconciliation. 2. detect and correct errors revealed by bank reconciliation. 3. detect and correct errors in trial balance. 4. detect and correct accrual errors discovered before the closing process. 5. detect and correct deferral errors discovered before the closing process.
<u>CS</u>	apply basic payroll functions.	<ol style="list-style-type: none"> 1. calculate wages and withholdings. 2. prepare federal payroll forms for depositing and reporting taxes. 3. prepare journal entries for: payroll distribution, payroll-related expenses, payroll liabilities, and remittance of employer taxes.
<u>CS</u>	apply various depreciation methods to appropriate assets and situations.	<ol style="list-style-type: none"> 1. determine qualifying assets for depreciation on the financial statements and tax return. 2. calculate depreciation for financial accounting purposes using straight-line, units of production, declining balance, and sum-of-the-years'-digits methods. 3. calculate depreciation for income tax purposes for listed assets, vehicles (including passenger automobiles) and real-estate.
<u>CS</u>	apply various inventory systems and costing methods.	<ol style="list-style-type: none"> 1. record inventory purchases and sales, cost of goods sold, and ending inventory using the perpetual inventory system. 2. record inventory purchases and sales, cost of goods sold, and ending inventory using the periodic inventory system. 3. compute a record cost of goods sold and ending inventory using FIFO, LIFO, weighted average and moving average costing. 4. compute and record changes in inventory under the lower of cost or market (LCM) rule.
<u>CS</u>	understand internal controls and fraud prevention.	<ol style="list-style-type: none"> 1. identify basic internal controls (including segregation of duties) for preventing theft of cash,

		<p>inventory and other non-cash assets by employees.</p> <ol style="list-style-type: none"> 2. recognize signs of theft, credit card fraud, counterfeit/altered checks, and fraud schemes. 3. recognize importance of background checks on applicants and insuring or bonding employees who have access to company cash. 4. identify controls that prevent vendors from cheating you.
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G. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact Accessibility Services at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

H. COURSE CODING INFORMATION:

Course Code D/Class Maximum 30; Letter Grade

Revision date: 09/30/16; 01/23/26

AASC Approval date: 11/15/16; 03/17/26

*These five MnTC Goals have been identified as Riverland Community College Core Themes. Every course in the Riverland Community College curriculum shall meet outcomes from one of these themes.

**These five MnTC Goals have been identified as Riverland Community College Disciplines. Riverland's MnTC courses also shall meet outcomes from a Discipline Area.

NOTE: The Minnesota Transfer Curriculum "10 Goal Areas of Emphasis" are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

*Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7A, 7B, 7A/B
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

**Riverland Community College Discipline Areas	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

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