Morgan Community College
SYLLABUS

Course Number:	ABM 112	Course Title:	Records and Business Planning II				
Credits: 9	Lecture Hours: 15		Private Hours	22.5	Co-op Hrs		Competency Based

Course Description:
Implementation of a computerized record keeping system. Emphasis will be placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan.

Text(s)/Study Guides(s), Manuals:
Class materials are available on CD-ROM or hard copy and are provided with enrollment. The instructor may suggest supplemental resource material for individual students.

Expected Student Outcomes or Competencies:
Instructional Goal: (45%)
The student will develop computerized accounting records.

Expected Outcomes:
- Enter and maintain a chart of accounts by adding, editing, and deleting accounts.
- Enter balances for a beginning balance sheet.
- Perform data entry for routine and advanced transactions.
- Generate financial reports pertinent to their business.
- Recognize and correct errors that have occurred.
- Track transactions for accounts payable, accounts receivable, and payroll.
- Reconcile a bank statement.
- Perform basic functions of an operating system including loading software, creating, changing, renaming and deleting directories and files, and saving data.

Instructional Goal: (45%)
The student shall maintain an accurate set of computerized records.

Expected Outcomes:
- Select and compile necessary reports for tax preparation.
- Make balance sheet adjustments throughout the year.
- Update depreciation on balance sheet.
- Calculate various types of loan interest.
- Generate an amortization schedule.
- Create and maintain a filing system.

Instructional Goal: (10%)
The student shall read, understand, and utilize information contained within financial reports.

Expected Outcomes:
- Interpret and communicate financial reports with the accountant, lender, and other professionals.
- Interpret statements generated from a lending institution.
- Compile financial reports for the business plan.

Requisites for the course: None

Office Use Only		Semesters Offered	Summer		Lead Instructor	
Received:			Fall		Telephone	
			Spring		First Semester Offered	

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Integration of Critical Skills:
The skills learned in this class are attached as competencies. Critical skills of reading, writing, computing, speaking/listening, technology, and diversity are integrated through the materials and skill development.

Requirements for course outline:
Attendance and Assessment: Classroom attendance, participation in private instruction, and coop are components for this course. It is the student's responsibility to notify the instructor if a scheduling conflict for the on-site instruction arises. The assessment tool will be a performance-based checklist addressing the concepts of this course plus a final product agreed on between student and instructor. Ability of student skills will be observed. The important attribute is that the student works to his/her fullest potential. Grading Scale: Satisfactory "S" or Unsatisfactory "U". A grade of S is based on the completion of the product.

Topical Outline:

I. Computerized Financial Records Application
   - A. Chart of accounts entry and maintenance.
   - B. Beginning balance sheet entry.
   - C. Routine and advanced transaction entry.
   - D. Financial reports.
   - E. Error recognition and correction.
   - F. Accounts payable, accounts receivable, and payroll transactions.
   - G. Bank statement reconciliation.
   - H. Basic functions of an operating system.

II. Computerized Financial Records Maintenance
   - A. Select and compile tax reports.
   - B. Balance sheet adjustments.
   - C. Update depreciation.
   - D. Types of loan interest calculations.
   - E. Amortization schedule.
   - F. Filing system creation and maintenance.

III. Business Plan Implementation
   - A. Interpretation and communication of financial reports with professionals.
   - B. Interpretation of statements from a lending institution.
   - C. Compile financial reports for the business plan.

Drop Policy: Students dropping a course during the first 15% of the course will be allowed a refund and no grades will be entered on their permanent record. Students dropping a course after the first 15% of the course will not be eligible for a refund. Students may withdraw anytime within the first 80% of a term and a grade of "W" will be placed on their transcript.

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