MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. Business COURSE NUMBER: ACCT 1104

NUMBER OF CREDITS: 1

COURSE TITLE: Special Projects

CATALOG DESCRIPTION: This course encourages students to identify, analyze, and record transactions by the completion of a business simulation project. Topics covered include the accounting cycle, accounting for a merchandising business, accounting system design, special journals, subsidiary ledgers, and work ethics.

AUDIENCE: Open

FULFILLS MN TRANSFER CURRICULUM AREA(S) *(Leave blank if not applicable)*

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Concurrent with ACCT1102 or BUS2201

LENGTH OF COURSE: Semester

THIS COURSE IS USUALLY OFFERED:
Every other year fall spring X summer undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are:
   a. The student will apply knowledge of rules of debit and credit.
   b. The student will analyze business transactions.
   c. The student will complete the accounting cycle.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through:
   a. Analyzation of financial statements.
   b. Analyzation of business documents.
   c. Analyzation of steps in the accounting cycle.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral and written communication skills through:
   a. Interaction with other students.
   b. Interaction with instructor.
   c. Completion of business simulation.
4) HUMAN DIVERSITY: This course will help students recognize, understand, and appreciate human diversity through:
   a. Recording a variety of business transactions.
   b. Developing a sense of personal, social and work ethics.

TOPICS TO BE COVERED: Preparation properly classified financial statements and recording business transactions including cash payments, cash receipts, purchases on account, sales on account and credit/debit memorandums.

LIST OF EXPECTED COURSE OUTCOMES:
1. Ability to communicate well.
2. Ability to work independently.
3. Ability to solve problems.
4. Display professional attitude and behavior.
5. Awareness of global business environment.
6. Awareness of diversity in the workplace.

LEARNING/TEACHING TECHNIQUES used in the course are:
- [] Collaborative Learning
- [] Problem Solving
- [] Student Presentations
- [] Interactive Lectures
- [] Creative Projects
- [] Individual Coaching
- [] Lecture
- [] Films/Videos/Slides
- [] Demonstrations
- ☑ Other (describe below)
- [] Lab
- Business Simulation/Practice Set

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- [] Reading
- [] Oral Presentations
- [] Textbook Problems
- [] Group Problems
- [] Other (describe below)
- [] Tests
- [] Individual Projects
- [] Worksheets
- [] Collaborative Projects
- [] Papers
- [] Portfolio
- [] Term Paper

EXPECTED STUDENT LEARNING OUTCOMES:
1. Demonstrate an understanding of the accounting cycle.
2. Demonstrate an understanding of the rules of debit and credit.
3. Preparation and analyzation of financial statements for a business entity.
4. Develop a sense of personal, social, professional, and work ethics

The information in this course outline is subject to revision.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled
course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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