CONTRACTUAL AGREEMENT
BETWEEN
EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
AND
ROSE STATE COLLEGE

September 17, 2015
Oklahoma State Regents for Higher Education

CONTRACTUAL ARRANGEMENTS AND/OR TECHNICAL PRIOR LEARNING ASSESSMENT PROGRAM REQUEST FORM

Rose State College
Institution Submitting Proposal

Accounting Associate in Applied Science Degree (001)
Program name and State Regents’ three-digit program code

Eastern Oklahoma County Technology Center

Contractual Entity

Date of Governing Board Approval: 09/17/15

Signature of President: [Signature]
Date: 09/17/15

Signature of Other Entity Signatory: [Signature]
Date: 9.23.15

- State Regents’ Policy 3.6 and 3.15

http://www.okhighered.org/admin-fac/academic-forms/
Thank you for your submission. Based on the information detailed below, the Commission has determined that it has sufficient information to constitute notification of the contractual relationship per policy and no further action is required. If you have any further questions, please send an email to changerequests@hlcommission.org.

Name: Dr. Frances M. Hendrix
Institution: 1635 - Rose State College - OK
City: Midwest City
State: Oklahoma
Email address: fhendrix@rose.edu
Phone number: 405.733.7395

You confirm you are authorized to provide the Commission with information regarding your institution's contractual arrangements.

Academic program: Accounting Technology/Technician and Bookkeeping
CIP code: 52.0302
Course catalog name: Payroll Accounting
Program or credential level: Associate
Expected start date: 2015-08-18
Contractual partner: Eastern Oklahoma County Technology Center

Total program credit hours: 62
Credit hours taught by contractual partner: 3
Calculated percentage: 4.84

The percentage taught by the contractual partner is less than 25%.
Does the contractual partner provide oversight of the curriculum? Yes
Does the contractual partner provide assurance of the consistency? Yes
Does the contractual partner establish academic qualifications for instructional personnel? Yes

The percentage representing the aggregate of the contractual partner's total efforts: Less than 25%
Contractual Arrangement and/or Technical Prior Learning Assessment Program Request Form

The proposal for a contractual arrangements or technical prior learning assessment (PLA) program should provide the following information.

NOTE: INFORMATION NOT INCLUDED IN THE PROPOSAL MAY CAUSE A DELAY IN PROCESSING.

1. A signature page (institutional president and entity’s signatory) that includes the names of the participating college and other entity.

2. Name of college-level certificate or degree program(s) toward which credit will be awarded, including the State Regents’ three-digit program code and any options.

(The size of the box is NOT an indicator of the amount of information required to address the request. Please include as much information as necessary [the boxes will expand].)

3. Will this arrangement include:

   ___ contractual arrangement  ___ technical assessments (PLA)  ___ Combination of both

4. List a) technical courses on the Statewide Contractual Course Inventory/Technical Crosswalk, b) assessments on the Statewide Inventory of Industrial, Technical and Other Assessments, and/ or c) general education courses that will be included in the contractual or technical PLA program.

   a) Technical Courses in Contractual Arrangements:

<table>
<thead>
<tr>
<th>Higher Education Course:</th>
<th>Contractual Technical Course:</th>
<th>Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk?</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2503 Payroll Accounting</td>
<td>Payroll Accounting</td>
<td>___ Yes ___ No ___ X Request Pending</td>
</tr>
<tr>
<td>Higher Education Course:</td>
<td>Contractual Technical Course:</td>
<td>Approved for listing on Statewide Contractual Course Inventory/Technical Crosswalk?</td>
</tr>
<tr>
<td>--------------------------</td>
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</tr>
<tr>
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</tr>
</tbody>
</table>

State Regents’ Policy 3.6 and 3.15

http://www.okhighered.org/admin-fac/academic-forms/
b) Technical Assessments (PLA):

<table>
<thead>
<tr>
<th>Higher Education Course:</th>
<th>Technical Assessment:</th>
<th>Approved for listing on the Statewide Matrix of Industrial, Technical and Other Assessments?</th>
</tr>
</thead>
</table>
| ACCT 1123 College Accounting Procedures | RSC institutional exam        | Yes........................................| No....................................| X Request Pending

<table>
<thead>
<tr>
<th>Higher Education Course:</th>
<th>Technical Assessment:</th>
<th>Approved for listing on the Statewide Matrix of Industrial, Technical and Other Assessments?</th>
</tr>
</thead>
</table>
| ACCT 2603 Quickbooks          | Quickbooks Certification Exam  | Yes........................................| No....................................| X Request Pending

<table>
<thead>
<tr>
<th>Higher Education Course:</th>
<th>Technical Assessment:</th>
<th>Approved for listing on the Statewide Matrix of Industrial, Technical and Other Assessments?</th>
</tr>
</thead>
</table>
|                               |                                | Yes........................................| No....................................| Request Pending

(add rows as needed)

c) General Education Courses:

<table>
<thead>
<tr>
<th>Higher Education Course:</th>
<th>Location?</th>
<th>Delivery Method?</th>
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<tr>
<th>Higher Education Course:</th>
<th>Location?</th>
<th>Delivery Method?</th>
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<tr>
<th>Higher Education Course:</th>
<th>Location?</th>
<th>Delivery Method?</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

(add rows as needed)

5. Detail the maximum number of college credit hours to be articulated through contractual technical courses or technical assessments and the maximum college credit awarded toward the degree for work completed outside the institution1.

| Total credit hours articulated through contractual technical courses: | 9 |
| Total credit hours articulated through technical assessments:          | 0 |
| Total credit hours that can be applied to the degree through approved contractual technical courses and/or assessments: | 9 |
| Total credit hours in general education:                                | 62-63 |
| Total credit hours required for the degree:                             | 62-63 |

1 Note: the Higher Learning Commission requires that at least “15 of the 60 credits for the associate’s degree be credits earned at the institution itself, through arrangements with other accredited institutions, or through contractual relationships approved by the Commission.” However, any time the credit from outside the institution surpasses 50%, a higher level of scrutiny/revision from HLC should be expected.
6. Description of the contractual entity’s classroom and laboratory facilities and how they will be utilized.

Eastern Oklahoma County Technology Center offers up-to-date equipment and facilities to their students in the Business Management Administration Program. Computers are available in a lab environment for students to complete application assignments. Lecture environments are equipped with instructional technology used by the faculty member to conduct the class.

7. Academic credentials of contractual entity’s faculty responsible for classroom and laboratory experiences. (Include a summary document here. Full vitae, resume and certifications must be included as attachments, as well as documentation of the institutional process for credential and/or experience evaluation for contractual entity’s faculty.)

   College faculty supervising the contractual arrangement or application of PLA credit for the program:
   N/A

   Contractual entity’s faculty teaching in the contractual arrangement:
   Ms. Tracie Spencer, Business Management and Administration faculty member, M.Ed., Business Education, University of Central Oklahoma; B.S. Education, University of Central Oklahoma

8. Outline the process to assure quality academic programming and continuous improvement in the contractual arrangement or technical PLA program.

   Rose State College faculty reviewed the Eastern Oklahoma County Technology Center curriculum and determined that the curriculum duplicated nine credit hours of instruction that occurs through the Accounting Associate in Applied Science degree program at Rose State College. Rose State College faculty reviewed the credentials of faculty from Eastern Oklahoma County Technology Center to ensure faculty hold credentials that meet or exceed the minimum requirements for adjunct and full-time faculty assignments at Rose State College. Rose State College faculty added the Eastern Oklahoma County Technology Center faculty to the Rose State College Accounting program advisory committee. Rose State College faculty were added to the Eastern Oklahoma County Technology Center Business Management and Administration Program.
9. Describe the criteria for assessment of student outcomes in each contractual technical course and/or assessment.

See attached syllabi.

10. To maintain quality courses, the higher education institution will designate an appropriate individual to direct and oversee the contractual arrangement. Provide the name of the individual as well as the criteria and procedures that will be used for an annual evaluation of courses. (Note if same or different from #7)

In addition to the full-time Business Administration Associate in Applied Science degree program faculty members, Ms. Jerri Cachero, Coordinator for Technology Center Programs, Rose State College, oversees all contractual arrangements with technology centers to ensure that students are advised and enrolled appropriately, serves as the liaison between faculty representatives from the technology centers and the college. She holds meetings with faculty on campus, meets with faculty and staff at each technology center, and arranges and holds joint meetings. She also develops the annual Technology Center catalog, meets with admissions and enrollment staffs from the technology center and on campus, and hosts students from the technology centers on campus on enrollment/ advisement days. In addition, she attends advisory committees, and other statewide meetings at the Oklahoma State Regents for Higher Education.

11. Describe the academic and student support services available to students enrolled in the contractual arrangement.

Students from the technology center are hosted on campus. Students are enrolled on campus by Academic Advisors, tour the campus and receive financial aid/college life information from Prospective Student Services and are taken on a campus-wide tour. Students complete their admissions forms, take COMPASS exams, are enrolled and attend various related seminars on campus. Students have access to the College’s website services such as those available in the Learning Resources Center and receive a Rose State College student I.D. card which grants students’ rights and privileges of a Rose State College student.

A college liaison visits each campus on a weekly basis to assist with questions related to degree completion, financial aid deadlines, Ticket to Rose, etc., and serves as an advisor to these students at their technology center.
12. Outline the financial arrangements between the institution and the contractual entity if different from that specified in policy; this should include student tuition and other charges applicable to the contractual arrangement.

Students pay the state-adopted rate of $8.00 per credit hour since instruction takes place at the technology center under the technology center budget.

13. Indicate if high school students may be enrolled in this contractual arrangement and/or any restriction based on age of students due to the nature of the technical field, licensure requirements, etc.

High school students are eligible for enrollment provided that they meet the admission requirements under the cooperative agreement policy.
COOPERATIVE AGREEMENTS PROGRAM
ROSE STATE COLLEGE/EASTERN OKLAHOMA COUNTY TECHNOLOGY CENTER
Fall 2015 – Spring 2016

RSC – Business & Information Technology Division
Degree: A.A.S. - Accounting (0011)

PRIOR LEARNING ASSESSMENT – CHALLENGE EXAM
Various degree programs on campus
May be accepted under “Support and Related” when applicable

Contacts: Professor Janelle Montgomery
Professor Tricia Pokowsky
Division Academic Advisor: Mr. Steve Johnson

Eastern Oklahoma County Technology Program: Business Management Administration
Contact: Ms. Tracie Spencer

Credit Total: 9 Hours (6 hours PLA and 3 hours course to course)

<table>
<thead>
<tr>
<th>RSC Course Number and Title</th>
<th>EOC Tech Center Units Covered</th>
<th>Credit Hours</th>
<th>RSC Faculty Initials</th>
<th>Tech Center Faculty Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLA - CHALLENGE EXAM</td>
<td>Accounting I &amp; II</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 1123 College Accounting Procedures</td>
<td></td>
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</tr>
<tr>
<td>ACCT 2503 Payroll Accounting</td>
<td>Payroll Accounting</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLA – Credit based on if student passed Quickbooks Certification ACCT 2603</td>
<td>Computerized Accounting</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>Quickbooks</td>
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</tr>
</tbody>
</table>
Course Number: 8107  
Instructor: Tracie Spencer  

Course Title: Accounting I  
Course Length: 120 hours

Career Cluster: Finance

Career Pathway: Business Financial Management & Accounting

Career Outcomes: Financial Clerk, Accounts Payable/Accounts Receivable Clerk, Payroll Clerk, Full Charge Bookkeeper, Executive Administrative Assistant

Prerequisites: Fundamentals of Technology

Course Description:
This course will provide students with a strong foundation in generally accepted accounting principles and techniques needed for success in careers in accounting or other business related fields.

Specific Learning Competencies - Upon successful completion of this course, the student will be able to:
- Understand ethics in accounting
- Perform math computations to include decimals, fractions, percents, discounts, interest, sales tickets and billing, markup and markdown procedures, ratios and portions, statistics and graphs
- Analyze business transactions using the accounting equation
- Journalize transactions
- Post journal entries to ledgers
- Prepare a worksheets for a service and a merchandise business
- Prepare, journalize and post adjusting entries for a service business and a corporation
- Prepare financial statements for a proprietorship and a corporation
- Prepare, journalize and post closing entries for a service business and a corporation
- Prepare post-closing trial balance
- Perform accounting for cash control and banking activities
- Perform introductory accounting for payroll accounting
- Perform introductory accounting for payroll liabilities and tax records
- Perform accounting for sales and purchases

Instructional Philosophy:
The instruction for this course will be heavily application based with a minimum of lecture and demonstration. Students will be expected to work independently and in teams to complete projects. Instructional delivery methods will include traditional textbook methods in addition to online video based training and online tutorials. Students will complete the coursework during regular class time as well as homework. Students may participate in work-based learning activities when adequate skill level is obtained and opportunities become available. Student assessment will be based on individual as well as group work and tests.
Instructional Delivery Plan:
MindTap (www.cengagebrain.com) is used access all assignments and discussions. The Work Together Problems and On Your Own Problems are considered Practice Problems and are not graded. The Chapter Application, Mastery, and Challenge Problems are considered Application Problems and are graded. Checklists are provided for each unit of study (see below). Students will complete in-class assignments daily and homework assignments as required. Announced and unannounced quizzes may be given periodically. Tests will be given within each grading period. Industry-recognized Brainbench exams may be utilized as end-of-course exams.

Accountability Measures, Assessments, or Evaluation Procedures
Required Certifications:

Accounts Receivable Clerk (ODCTE)
or Accounts Receivable/ Billing Fundamentals (Brainbench)

Accounts Payable Clerk (ODCTE)
or Accounts Payable Fundamentals (Brainbench)

Business Math or Math Fundamentals (Brainbench)

Data Entry 10-Key (Brainbench)

Grading Scale:     Exams – 40%
Projects/Assignments – 30%
Participation/Time Management – 30%

Alliance Credit Offered:  OSU Institute of Technology
ACCT 2103 Financial Accounting

Resources:  Century 21 Accounting: General Journal Textbook with companion web site
www.C21Accounting.com
www.cengagebrain.com – MindTap (electronic textbook/workbook papers)
www.accountingweb.com
www.oscpa.com – Oklahoma Society of CPA’s
Course Number: 8108  
Instructor: Tracie Spencer

Course Title: Accounting II  
Course Length: 120 hours

Career Cluster: Finance

Career Pathway: Business Financial Management & Accounting

Career Outcomes: Accounts Payable/Accounts Receivable Clerk and Full Charge Bookkeeper

Prerequisites: Accounting I

Course Description: This course will provide students with a strong foundation in advanced accounting principles and techniques needed for success in careers in accounting or other business related fields. Students will develop their understanding of accounting principles; define assets, liabilities and owner’s equity. They will explain and analyze business transactions, develop chart of accounts, interpret financial statements and describe importance of accounting as a career opportunity. Use the sales journal to record sales credit and accounts receivable, use the three column purchases journal, apply the major federal laws to compute payroll taxes, adjust the merchandise inventory and prepare and record adjusting and closing entries.

Specific Learning Competencies - Upon successful completion of this course, the student will be able to:

1. Perform accounting for promissory notes
2. Perform accounting for valuation of receivables, inventory, plant and equipment
3. Perform accounting for partnerships and corporations
4. Perform accounting for decision making and manufacturing
5. Understand ethics in accounting

Instructional Philosophy:
The instruction for this course will be heavily application based with a minimum of lecture and demonstration. Students will be expected to work independently and in teams to complete projects. Instructional delivery methods will include traditional textbook methods in addition to online video based training and online tutorials. Students will complete the coursework during regular class time as well as homework. Students may participate in work-based learning activities when adequate skill level is obtained and opportunities become available. Student assessment will be based on individual as well as group work and tests.

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Students will complete in-class assignments daily and homework assignments as required. Announced and un-announced quizzes may be given periodically. Tests will be given within each grading period. Industry-recognized Brainbench exams may be utilized as end-of-course exams.

**Accountability Measures, Assessments, or Evaluation Procedures**

**Required Certifications:**
- ODCTE: Full Charge Bookkeeper or
- Brainbench: Bookkeeping Fundamentals

**Grading Scale:**
- Exams – 40%
- Projects/Assignments – 30%
- Participation/Time Management – 30%

**Alliance Credit Offered:**
- OSU Institute of Technology
- ACCT 2203 Managerial Accounting

**Resources:**
- [www.cengagebrain.com](http://www.cengagebrain.com) – MindTap (electronic textbook/workbook papers)
- [www.accountingweb.com](http://www.accountingweb.com)
- [www.oscpa.com](http://www.oscpa.com) – Oklahoma Society of CPA’s
Course Number: 8180  
Instructor: Tracie Spencer  
Course Title: Math of Finance  
Course Length: 120 hours  
Career Cluster: Finance  
Career Pathway: Business Financial Management/Financial Assistant Banking & Related Services/Financial Customer Service Banking & Related Services/Financial Services Officer  
Prerequisites: Fundamentals of Technology  
Course Description: This course provides knowledge of skill in mechanical computations of mathematics that apply to many aspects of business. Principles of mathematics are applied to real business examples to build student understanding of how to determine strategies and procedures for solving business situations.  

<table>
<thead>
<tr>
<th>Learning Competencies</th>
<th></th>
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<tbody>
<tr>
<td>Math of Finance</td>
<td></td>
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<tr>
<td>Competencies include:</td>
<td></td>
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<tr>
<td>Fundamental Review,</td>
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<tr>
<td>percentage applications,</td>
<td></td>
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<tr>
<td>accounting applications,</td>
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<tr>
<td>interest applications,</td>
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<tr>
<td>business applications,</td>
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<tr>
<td>corporate and special applications in annuities and business statistics.</td>
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</tr>
<tr>
<td>• Perform fundamental processes of addition, subtraction, multiplication, and division rapidly and accurately</td>
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<tr>
<td>• Estimate answers before performing calculations</td>
<td></td>
</tr>
<tr>
<td>• Change improper fractions and mixed numbers</td>
<td></td>
</tr>
<tr>
<td>• Change fractions to lower and higher terms</td>
<td></td>
</tr>
<tr>
<td>• Add, subtract, multiply, and divide fractions, mixed numbers, and whole numbers</td>
<td></td>
</tr>
<tr>
<td>• Read and round decimal numbers</td>
<td></td>
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<tr>
<td>• Add, subtract, multiply, and divide decimal numbers</td>
<td></td>
</tr>
<tr>
<td>• Approximate products and quotients</td>
<td></td>
</tr>
<tr>
<td>• Use mental computations in simple addition, subtraction, multiplication, and division</td>
<td></td>
</tr>
<tr>
<td>• Use a systematic approach to solve word problems</td>
<td></td>
</tr>
<tr>
<td>• Apply formulas to solve rate, time, and distance</td>
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<tr>
<td>• Solve simple numerical equations</td>
<td></td>
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<tr>
<td>• Recognize numerical relationships in a series</td>
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</tr>
<tr>
<td>• Using mental calculations, round numbers quickly</td>
<td></td>
</tr>
<tr>
<td>• Change percents to decimals; convert fractions and decimals to percents</td>
<td></td>
</tr>
<tr>
<td>• Find base, rate, and percentage</td>
<td></td>
</tr>
</tbody>
</table>
- Measure increase and decrease and allocate overhead using percents
- Figure sales commissions and gross pay
- Figure sales and purchases
- Calculate trade discounts
- Calculate a sequence of trade discounts and the single equivalent discount
- Calculate cash discounts for paid invoices and partially paid invoices
- Calculate variables in basic markup and markup based on cost and selling price
- Using a checking account, reconcile a bank statement
- Prepare a payroll register with withholdings for federal income tax, Social Security, Medicare, and other withholdings
- Prepare an employee's earning record
- Prepare a quarterly federal tax return
- Prepare an employer's federal and state unemployment tax liability
- Calculate simple interest with time in years or months
- Estimate exact simple interest computations
- Calculate the Principal, Rate, and Time using a basic interest formula
- Convert annual and monthly interest rates
- Figure simple interest on a monthly basis
- Figure finance charges for credit account purchases
- Figure costs of installment purchases
- Figure loan amortization
- Figure monthly payments on a home mortgage
- Determine the number of interest days of a promissory note
- Find the maturity value of a promissory note
- Determine the discount given on a promissory note
- Find the proceeds and actual interest rate on a bank discount loan
- Find the savings from borrowing money in order to take a cash discount
- Analyze future values and compound interest
- Calculate present values
- Analyze present value tables and/or formulas
- Assess inventory sheets and reports from a perpetual inventory system
- Use the average cost, LIFO and FIFO methods to compute inventory value
- Assess inventory by using the lower of cost or market value
- Estimate inventory using the cost of goods sold
- Analyze inventory turnover
- Figure depreciation using the straight-line method, units of production method, declining-balance method, and the sum-of-the-years-digits method
- Find the depreciation for income taxes using the Modified Accelerated Cost Recovery System (MACRS)
- Calculate partial-year depreciation
- Evaluate balance sheets and income statements
- Analyze commonly used business operating ratios
- Analyze currency exchange rates
- Analyze duties on imports
- Convert U.S. weights and measures; convert metric weights and measures
- Analyze the costs and proceeds of stock
- Figure the odd-lot differential of stocks
- Analyze rates of yield and gains or losses on purchases and sales of stocks
- Compare earnings of potential major classes of corporate stocks
- Evaluate gains and losses on convertible and callable corporate bond transactions
- Figure annual interest on bonds
- Figure accrued interest on bond transactions made between interest payment dates
- Find annual yield on bonds
- Find the rate of yield to bond maturity
- Analyze the future value of an annuity and figure the regular payments
- Analyze the present value of an annuity and figure the regular payments
- Find the mean, median, and the mode for reporting statistics
- Using business data, construct a frequency table
- Using business data, construct a histogram
- Using business data, construct a bar graph
- Using business data, construct a line graph
- Using business data, Construct a pie chart

**Instruction:**
- 30 Hours Theory
- 80 Hours Lab
- 10 Hours Certification Preparation and Attainment

**Methods of Instruction include:**
Lectures, class discussions, hands-on training, demonstrations, projects and performance evaluation

**Grading Scale:**
- Exams – 40%
- Projects/Assignments – 30%
- Attendance/Performance/Time Management – 30%

**Alliance Credit Offered:**
OSU Institute of Technology
Rose State College

**Course Textbooks and Instructional Resources:**
Joan S. Ryan, *Personal Financial Literacy*
http://www.federalreserveeducation.org
http://www.investopedia.com/

Required Brainbench Certifications (or equivalent industry certifications)

- Business Math

Recommended Additional Competency Testing:

- Consumer Finance
Course Number: 8109 (OK Promise Approved)  
Instructor: Tracie Spencer

Course Title: Computerized Accounting  
Course Length: 120 hours

Career Cluster: Finance

Career Pathway: Business Financial Management & Accounting

Career Outcomes: Payroll Accounting Clerk and Full Charge Bookkeeper

Prerequisites: Accounting I

Course Description: This course is designed to integrate accounting principles using a computerized accounting software package.

Specific Learning Competencies - Upon successful completion of this course, the student will be able to:

- Set up a company
- Maintain chart of accounts
- Set up and maintain inventory
- Set up and maintain payroll
- Set up and maintain vendors and customers
- Set up and maintain plant assets
- Record journal transactions
- Create customer invoices and process cash receipts
- Enter purchases on account and process cash payments
- Prepare bank reconciliation
- Record adjusting entries
- Prepare financial statements and reports

Instruction:  
30 Hours  Theory
80 Hours  Lab
10 Hours  Certification Preparation and Attainment

Methods of Instruction include:
Lectures, class discussions, demonstration, hands-on training, demonstrations, projects and performance evaluation

Grading Scale:  
Exams – 40%
Projects/Assignments – 30%
Attendance/Performance/Time Management – 30%

Alliance Credit Offered: OSU Institute of Technology
Rose State College
Recognized Primary Course Textbooks and Instructional Resources:

- Computer Accounting with QuickBooks Pro – McGraw Hill
- Century 21 Accounting: General Journal – SouthWestern
- Automated Accounting (online -- MindTap Cengage Learning)
- www.lynda.com (online training)
- www.accountingweb.com
- Oklahoma Society of CPAs - www.oscpa.com
- American Institute of CPAs - www.aicpa.org

Required Certification (choose one or more):

BRAINBENCH:
- QuickBooks
- Quicken
- Peachtree