

# MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

## COURSE OUTLINE

DEPT. ADSA

COURSE NUMBER: 1131

NUMBER OF CREDITS: 2

Lecture: 1 Lab: 1 OJT 1

<b>Course Title:</b>
Office Accounting Concepts II

<b>Catalog Description:</b>
Office Accounting Concepts II provides the opportunity to apply and reinforce basic knowledge of accounting concepts and procedures through the use of simulation and computerized accounting software. Prerequisite: ADSA 1130 or equivalent.

<b>Prerequisites or Necessary Entry Skills/Knowledge:</b>
ADSA 1130 Office Accounting Concepts or equivalent

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

Goal 1: Communication: \_\_\_\_ by meeting the following competencies:

Goal 2: Critical Thinking: \_\_\_\_ by meeting the following competencies:

Goal 3: Natural Sciences: \_\_\_\_ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: \_\_\_\_ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: \_\_\_\_ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: \_\_\_\_ by meeting the following competencies:

Goal 7: Human Diversity: \_\_\_\_ by meeting the following competencies:

Goal 8: Global Perspective: \_\_\_\_ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: \_\_\_\_ by meeting the following competencies:

Goal 10: People and the Environment: \_\_\_\_ by meeting the following competencies:

<b>Topics to be Covered</b>
Manual accounting vs. computerized accounting systems
Types of computerized accounting systems
Set up and customization of a company file utilizing QuickBooks
Use QuickBooks computerized accounting software to perform accounting procedures in a business simulation: manage vendors and customers, perform period-end, banking, and payroll procedures, manage inventory, and prepare financial statements and other reports

<b>Student Learning Outcomes</b>
Explain the differences between and the advantages and disadvantages of manual and computerized accounting systems
Compare the different versions and features of computerized accounting systems

Set up and customize a new company file using QuickBooks
Perform vendor management activities and create and pay bills using QuickBooks
Perform customer management activities, create invoices, and receive and deposit payments using QuickBooks
Prepare end of period adjusting entries using QuickBooks
Manage inventory using QuickBooks
Perform banking activities using QuickBooks: transferring funds, bank reconciliation, and credit card charges
Perform payroll procedures using QuickBooks: employee management, payroll settings
Customize and prepare financial statements and reports using QuickBooks

**Is this course part of a transfer pathway: Yes ☐ No ☒**

Revised Date: 6/2021