Faculty members are 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.** ADSA  
**COURSE NUMBER:** 1131  
**NUMBER OF CREDITS:** 2  
**Lecture:** 1  
**Lab:** 1

**Course Title:**  
Office Accounting Concepts II

**Catalog Description:**  
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.

**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:

**Prerequisites or Necessary Entry Skills/Knowledge:**  
ADSA 1130 Office Accounting Concepts or equivalent
# Topics to be Covered (General)

1. Manual accounting vs. computerized accounting systems
2. Types of computerized accounting systems
3. Set up and customization of a company file utilizing QuickBooks
4. 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

# Student Learning Outcomes

*2-3 Learning outcomes per credit
*Must be observable
*Must be measurable
*Must specify an action that is done by student learners
*More specific objectives can be identified on instructor syllabi for the course
*Must begin with an action verb

1. Explain the differences between and the advantages and disadvantages of manual and computerized accounting systems
2. Compare the different versions and features of computerized accounting systems
3. Set up and customize a new company file using QuickBooks
4. Perform vendor management activities and create and pay bills using QuickBooks
5. Perform customer management activities, create invoices, and receive and deposit payments using QuickBooks
6. Prepare end of period adjusting entries using QuickBooks
7. Manage inventory using QuickBooks
8. Perform banking activities using QuickBooks: transferring funds, bank reconciliation, and credit card charges
9. Perform payroll procedures using QuickBooks: employee management, payroll settings
10. Customize and prepare financial statements and reports using QuickBooks

See SAMPLE EXPECTED LEARNING OUTCOMES STATEMENTS and ACTION VERB LIST FOR COURSE OUTCOMES in the Minnesota West Curriculum Development Manual which can be accessed at [https://www.mnwest.edu/faculty-resources/curriculum-manual](https://www.mnwest.edu/faculty-resources/curriculum-manual)

### Is this course part of a transfer pathway?

*Yes [ ]  No [ ]

*If yes, please list the competencies below

Revised 8/19