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:** 1130

**NUMBER OF CREDITS:** 3  **Lecture:** 3  **Lab:**

**Course Title:**
Office Accounting Concepts

**Catalog Description:**
Office Accounting Concepts provides a basic knowledge of accounting concepts and procedures. The accounting cycle for a service business will be covered including analyzing, journalizing, and posting business transactions, and preparing a ten-column worksheet and financial statements. Accounting for cash and payroll will also be covered in the course.

**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:**
None
### Topics to be Covered (General)

1. The purpose of accounting
2. The accounting process
3. The accounting cycle
4. Analyzing business transactions
5. The double-entry accounting system
6. Journalizing and posting transactions
7. Adjusting entries
8. Ten-column worksheet
10. Closing entries
11. Accounting for cash
12. Accounting for payroll

### 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. Identify types of business ownership
2. List and explain the steps of the accounting process
3. Demonstrate understanding of the accounting elements and the accounting equation
4. Analyze business transactions and their effect on the accounting equation
5. Journalize and post business transactions utilizing a general journal and general ledger
6. Prepare a trial balance and basic financial statements (Income Statement, Statement of Owner’s Equity, Balance Sheet)
7. Prepare a ten-column worksheet
8. Prepare end of period adjusting entries
9. Journalize and post closing entries
10. Execute the complete integration of the steps of the accounting cycle
11. Prepare a bank deposit
12. Reconcile a bank statement and prepare the related journal entries
13. Establish and manage a petty cash fund, change fund, and use the Cash Short and Over account
14. Calculate employee earnings and deductions
15. Describe and prepare payroll records
16. Journalize payroll transactions
17. Describe and prepare employer payroll taxes
18. Journalize employer payroll tax transactions

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