DEPT. __ADSA____  COURSE NUMBER: 1130

NUMBER OF CREDITS: 3  Lecture: 3  Lab:

Course Title:
Office Accounting Concepts

Catalog Description:
This course 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)
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

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

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

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