DEPT. CSBM COURSE NO. 1220

NUMBER OF CREDITS: 1

COURSE TITLE PAYROLL YEAR END CLOSE FOR SMALL BUSINESS

CATALOG DESCRIPTION This course covers the process required to close the Accounting system at the end of the fiscal year. The student will be able to reconcile accounting records, post year-end journal entries and prepare the system for the new year using the selected software package.

AUDIENCE Business Owners, Employees, Entrepreneurs

FUFTILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)
Area : by meeting the following competencies:
Area : by meeting the following competencies:
Area : by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Student is a business owner, employee or entrepreneur or by special permission of the instructor.

LENGTH OF COURSE: 16 WEEKS

THIS COURSE IS USUALLY OFFERED:
Every other year [ ] Fall [X] Spring [X] Summer [X] Undetermined [ ]

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: Read manual.
2) THINKING SKILLS: Identify source documents.
3) COMMUNICATIONS SKILLS: Describe recordkeeping principles.
4) HUMAN DIVERSITY:

TOPICS TO BE COVERED: The main focus of this course is for the student to learn how to close Accounting at year-end using the company data files.

LIST OF EXPECTED COURSE OUTCOMES:
Describe data security procedures.
Identify source documents.
Develop data entry procedures.
Develop data verification procedures.
Describe recordkeeping principles.
Maintain audit trail.
Describe the Accounting close process.
Reconcile balance sheet accounts.
Prepare year-end adjusting journal entries.
Implement software process.
Perform correcting entries.

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative learning
- Problem Solving
- Student Presentation
- Interactive Lectures
- Creative Projects
- Individual Coaching
- Lecture
- Films/Videos/Slides
- Demonstrations
- Other (describe below)
- Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Tests
- Individual Projects
- Oral Presentations
- Worksheets
- Collaborative Projects
- Textbook Problems
- Papers
- Portfolio
- Group Problems
-Term Paper
- Other

EXPECTED STUDENT LEARNING OUTCOMES:
See expected course outcomes.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

A Member of the Minnesota State Colleges and Universities System
An Affirmative Action Equal Opportunity Educator/Employer