

# Anoka Technical College

## ADSC 1054: Office Bookkeeping

### A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers an introduction to fundamental accounting principles with the primary focus on bookkeeping techniques and practices. Analyzing business transactions, recording transactions using general ledger software, cash and banking procedures, employer and employee payroll taxes, the basic financial statements, and completing the accounting cycle will also be covered. (Prerequisites: None)(4 credits lecture/0 credits lab)

**B. COURSE EFFECTIVE DATES:** 05/31/2016 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Fundamental accounting covered in course
2. Practical application of the accounting cycle
3. General ledger accounting software

### D. LEARNING OUTCOMES (General)

1. Apply the concepts of fundamental accounting principles.
2. Employ the techniques of double-entry bookkeeping by analyzing transactions into their debit and credit parts.
3. Making appropriate accounting entries including transactions involving cash, accounts receivable, accounts payable, and owner's equity by analyzing the underlying business transactions.
4. Articulate the information contained in each of the three basic financial statements and what each statement represents.
5. Prepare financial statements relating to a sole proprietorship, specifically the balance sheet, income statement, and statement of owner's equity.
6. Calculate straight-line depreciation.
7. Apply Generally Accepted Accounting Principles (GAAP), specifically the principle of revenue and expense recognition.
8. Explain the features of internal controls and how these controls apply to cash and the preparation of a bank reconciliation.
9. Complete the accounting cycle (analyzing, journalizing, posting, balancing, reporting, and closing) through the completion of practical accounting problems using general ledger software.
10. Demonstrate professionalism in all course e-mail, discussion board, and classroom communications.

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

**F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted