

Minnesota State College Southeast

ACCT 1222: Principles of Bookkeeping II

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 2

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites:

This course requires the following prerequisite

ACCT 1220 - Principles of Bookkeeping I

Corequisites: None

MnTC Goals: None

This course provides for analysis and recording of transactions relating to merchandising businesses and payroll, merchandise inventory, accounts receivable, accounts payable, and the voucher system.

(Prerequisite: Bookkeeping I) (2 Credits: 2 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 04/27/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Analyze Merchandising Business Transactions
2. Record Merchandising Business Transactions
3. Financial Report Preparation for Merchandising Businesses

D. LEARNING OUTCOMES (General)

1. Complete periodic exams
2. Compute gross earnings
3. Calculate net earnings
4. Complete payroll register
5. Verify payroll register
6. Record payroll journal entries
7. Record individual earnings records
8. Prepare payroll checks
9. Differentiate manual & computerized systems
10. Print trial balance
11. Prepare petty cash statement
12. Compute sales discounts
13. Compute sales tax
14. Record sales transactions
15. Post sales journal entries
16. Perform sales tax entries
17. Record purchases transactions
18. Post purchases transactions
19. Record cash receipts journal entries
20. Record cash payments journal entries
21. Record special journal totals
22. Calculate trade discounts
23. Apply error detection procedures
24. Record sales returns
25. Maintain merchandise inventory

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted