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
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