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## SECTION HEADING

### ADSA 1131: Office Accounting Concepts II

#### Description

Office Accounting Concepts II provides the opportunity to apply and reinforce basic knowledge of accounting concepts and procedures through the use of simulation and computerized accounting software.

#### Credits

2

#### Prerequisite

ADSA 1130 or equivalent

#### Corequisite

None

#### Topics to be Covered

1. Manual accounting vs. computerized accounting systems
2. Types of computerized accounting systems
3. Set up and customization of a company file utilizing QuickBooks
4. Use QuickBooks computerized accounting software to perform accounting procedures in a business simulation: manage vendors and customers, perform period-end, banking, and payroll procedures, manage inventory, and prepare financial statements and other reports

#### Learning Outcomes

1. Explain the differences between and the advantages and disadvantages of manual and computerized accounting systems
2. Compare the different versions and features of computerized accounting systems
3. Set up and customize a new company file using QuickBooks
4. Perform vendor management activities and create and pay bills using QuickBooks
5. Perform customer management activities, create invoices, and receive and deposit payments using QuickBooks
6. Prepare end of period adjusting entries using QuickBooks
7. Manage inventory using QuickBooks
8. Perform banking activities using QuickBooks: transferring funds, bank reconciliation, and credit card charges
9. Perform payroll procedures using QuickBooks: employee management, payroll settings
10. Customize and prepare financial statements and reports using QuickBooks

#### Credit Details

Lecture: 1

Lab: 1

OJT: 0

MnTC Goal Area(s): None