

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

<u>COURSE NUMBER:</u>	O TEC 113
<u>COURSE TITLE:</u>	BUSINESS ACCOUNTING
<u>SEMESTER CREDIT HOURS:</u>	3
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	None

COURSE DESCRIPTION:

Elementary accounting procedures including theory and practical associated with double entry bookkeeping are introduced. Special emphasis is placed on the use of journals entries, accounting for and control of cash, and payroll accounting.

A calculator or use of a ten key calculator is required.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Complete the steps in the accounting cycle.

- Record a group of business transactions involving changes in asset, liabilities, and capital.
- Post entries from a journal to the general ledger.
- Journalize adjusting entries.
- Prepare financial statements.

2. Complete the necessary steps to control cash.

- Reconcile a bank statement and journalize the appropriate entries.
- Journalize entries to establish and replenish petty cash.

3. Complete payroll information.

- Determine deductions for an employee's earnings.
- Complete a payroll register.
- Journalize entries to record payroll taxes expense.

4. Use special journals.

- Record transactions in special journals.
- Prepare a schedule of accounts receivable and schedule of accounts payable.