

Virginia Western Community College
AST 136
Office Record Keeping

Prerequisites

none

Course Description

Introduces types of record keeping duties performed in the office, such as financial, tax, payroll, and inventory. Utilizes specialized software where applicable.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials**Textbook:**

College Accounting, Chapters 1 – 15, Looseleaf Version, 22nd ed. + CengageNOWv2, 1 term Printed Access card by Heintz/Parry ISBN: 9781305930667

Other Required Materials:

None

Course Outcomes

At the completion of this course, the student should be able to:

- Carry out business transactions to include accounts receivables and accounts payables.
- Create Excel spreadsheets using a variety of formulas.
- Complete payroll process.
- Create financial documents such as Income Statements and Balance Sheets.
- Complete inventory control activities.
- Develop a budget.

Topical Description

1.

Notes to Instructors

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