

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

ACCT 503

COURSE TITLE

ACCOUNTING TECHNICIAN

TYPE COURSE

NON-FEE

VOCATIONAL

COURSE DESCRIPTION

This is an introductory course that will prepare the student for entry-level employment in the bookkeeping/accounting field. The course includes bookkeeping theory, procedures, terminology, and the basic accounting cycle with an introduction to business transactions, general journals, and automated accounting. (FT)

LECTURE/LABORATORY HOURS

216

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

Eighth grade reading level, communicate effectively in the English language, knowledge of general math.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.
3. Critical Thinking
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

To introduce the fundamentals of double-entry accounting, the rules of debit and credit as applied to accounts, the concept of property (assets) and the rights to property (liabilities and owner's equity), and illustrate the methods by which property and property rights are tracked and recorded; to demonstrate the methods that revenue, expenses, and withdrawals augment the basic accounting equation; to provide the potential for enhanced academic and communication skills and the opportunity to perform in a group setting, enabling students to process accounting knowledge with a business-like approach to the subject; to facilitate independent and team problem solving so that students may successfully interact with employers, co-workers, and the public; to provide students with instruction in common business practices, ethics, and integrity; to introduce and relate training to career opportunities in accounting/bookkeeping; assist the student in researching entry-level positions in the accounting field and assist in setting career goals.

COURSE OBJECTIVES

Upon successful completion, students will demonstrate through practical applications, written and oral communication skills, be able to:

1. Define bookkeeping/accounting and other related terms; define the elements of accounting and the accounting equation.
2. Set up an accounting system by preparing a chart of accounts and a balance sheet for a beginning business.
3. Perform subsequent accounting cycle operations, such as journalizing, completing the worksheet, performing adjusting and closing entries, posting period-end transactions, and preparing financial statements.
4. Analyze transactions into debit and credit components and explain how these operations affect owner's equity.
5. Identify the principal difference between the accounting records of a sole proprietorship, a partnership, and a corporation.
6. Apply accounting principles through the use of microcomputers to record a wide range of transactions for a business. Perform a variety of computerized accounting activities, including setting up a new business, entering and posting daily transactions, recording adjusting and closing entries, and financial statements.
7. Demonstrate or explain the use of special journals to record cash transactions, purchase and sale of merchandise, accounts receivable and payable, and cash receipts. Prepare a Schedule of Accounts Receivable and Accounts Payable.
8. Demonstrate the use of internal control procedures for cash handling and bank statement reconciliation techniques, posting and cross-referencing transactions from a journal to a general ledger.

COURSE OBJECTIVES (CONTINUED)

9. Apply related accounting concepts, using appropriate procedures to process uncollectible accounts receivable, depreciation, notes and interest, accrued revenue and expenses, and dividends.
10. Demonstrate the use of accounting control systems, such as cash voucher and inventory systems.
11. Identify the principal difference between the accounting records of a sole proprietorship, a partnership, and a corporation.
12. Describe entry-level positions, advancement-level positions, job duties, educational requirements, and career opportunities in the accounting field. Identify the tasks of various accounting occupations.
13. Describe professional ethics, personal integrity, and good business practices meeting the needs of today's business world. Describe the effect of ethics and other security issues on accounting and business considerations, in general.

SECTION II

COURSE CONTENT AND SCOPE

MODULE I

1. Bookkeeping/Accounting as a Career
 - 1.1. Terminology related to bookkeeping and accounting careers
 - 1.2. Occupational opportunities
 - 1.3. Communication and ethics in the workplace
2. Basic Elements of Accounting
 - 2.1. Related terminology
 - 2.2. The accounting equation
 - 2.3. A balance sheet
 - 2.4. A general journal
 - 2.5. A ledger
 - 2.6. Common accounting practices
3. Analyzing Transactions into Debit and Credit Parts
 - 3.1. Temporary owner's equity accounts
 - 3.1.1. Income accounts
 - 3.1.2. Expense accounts
 - 3.1.3. Drawing accounts
 - 3.1.4. T-accounts
4. A Journal and the Effects of Business Transactions
 - 4.1. Chart of accounts
 - 4.2. Cash journal
 - 4.3. Finding and correcting errors
5. Posting
 - 5.1. Related accounting principles and practices
 - 5.2. Ledger accounts
 - 5.3. Cash journal to a ledger
 - 5.4. A trial balance from a ledger

COURSE CONTENT AND SCOPE (CONTINUED)

- 5.5. An accounting cycle for a sole proprietorship using a cash journal
- 6. A Six-Column Work Sheet
 - 6.1. Adjusting entries
 - 6.2. Income and expense transactions
 - 6.3. A work sheet for a sole proprietorship using a cash journal
- 7. Financial Statements
 - 7.1. An income statement
 - 7.2. A balance sheet
 - 7.3. An owner's equity statement
 - 7.4. Financial statements for sole proprietorship
- 8. Closing the Ledger
 - 8.1. Closing entries analysis
 - 8.2. Recording and posting closing entries
 - 8.3. A post-closing trial balance
 - 8.4. The end-of-fiscal-period work for a sole proprietorship

MODULE II

- 1. Checking Account and Bank Statement Reconciliation
 - 1.1. Opening a checking account
 - 1.2. Transactions by check
 - 1.3. A bank statement reconciliation
 - 1.4. Bank service charges
 - 1.5. Dishonored checks
- 2. Accounting for a Merchandising Business Organized as a Partnership
 - 2.1. Merchandise purchases and cash payments
 - 2.2. A combination journal
 - 2.3. Sales and cash receipts
 - 2.4. Totaling and proving a combination journal
 - 2.5. Posting to a ledger
 - 2.6. The complete accounting cycle for a partnership
 - 2.6.1. Eight-column worksheet
 - 2.6.2. Financial statements of a partnership
 - 2.6.3. Adjusting and closing entries
 - 2.6.4. End-of-fiscal-period work for a partnership
 - 2.7. Summarizing an accounting cycle for a merchandising business
- 3. Automated Accounting System
 - 3.1. Related terminology
 - 3.2. Automated accounting principles and practices
 - 3.3. Data processing systems
 - 3.4. Preparing a general ledger chart of accounts
- 4. Automated General Ledger Accounting
 - 4.1. Flowcharting procedures
 - 4.2. A chart of accounts and financial statement setup data
 - 4.3. Opening entries
 - 4.4. Transactions and end-of-fiscal-period reports

COURSE CONTENT AND SCOPE (CONTINUED)

- 4.5. Converting from a manual accounting system to an automated general ledger accounting system
- 4.6. Applying automated general ledger accounting concepts to a business
- 5. Payroll Records
 - 5.1. Related terminology
 - 5.2. Gross earning, payroll deductions, and net earnings
 - 5.3. Recording transactions in a payroll register
 - 5.4. Preparing the payroll
 - 5.5. Employer's payroll taxes
 - 5.6. Reporting payroll information to the federal government
 - 5.7. Reversing entries for accrued (unpaid) salaries

MODULE III

- 1. An Accounting System with Special or Combined Journals
 - 1.1. Accounting principles and practices
 - 1.2. Recording and posting in special or combined journals, using cross reference techniques
 - 1.3. Cash shortages or overages
 - 1.4. Transactions for sale of merchandise
 - 1.4.1. Credit purchases and related transactions in a general and purchases journal
 - 1.4.2. Posting to accounts payable ledger and the general ledger
- 2. Sales Journal
 - 2.1. Sales of merchandise and other related transactions
 - 2.2. Posting to the general ledger and the accounts receivable ledger
- 3. Accounting for Uncollectible Accounts
 - 3.1. Bad debts expense
- 4. Accrued Revenue and Expenses
 - 4.1. Adjusting, closing and reversing entries for accrued revenue
 - 4.2. Adjusting, closing and reversing entries for accrued expenses
- 5. Accounting for Notes and Interest
 - 5.1. Calculation of interest and maturity dates for notes payable and notes receivable
 - 5.2. Analysis of transactions for notes payable and notes receivable

MODULE IV

- 1. Accounting for a Business Organized as a Corporation
 - 1.1. Journalizing of transactions
 - 1.2. Use of a variety of journals
 - 1.3. Totaling and proving journals
 - 1.4. Posting to ledger
 - 1.5. Distributing dividends
 - 1.6. A complete accounting cycle for a corporation
 - 1.6.1. Eight-column worksheet
 - 1.6.2. Financial statements
 - 1.6.3. Adjusting and closing entries

COURSE CONTENT AND SCOPE (CONTINUED)

- 1.6.4. The end-of-fiscal-period work for a corporation
- 1.7. Summarizing the accounting cycle for a corporation
- 1.8. Completing an accounting cycle for a corporation
- 1.9. Related terminology
- 1.10. Voucher system
- 1.11. Petty cash system
- 2. Accounting Control Systems
 - 2.1. Inventory system
- 3. Accounting for Plant Assets and Depreciation
 - 3.1. Depreciation expense
 - 3.2. Reversing entries for accrued depreciation expense
 - 3.3. Plant asset records

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, textbooks, workbooks, instructor written handouts, accounting simulations, resource manuals, videos, tutorials, on-line assistance, and relevant industry periodicals.

WRITING ASSIGNMENTS

Appropriate assignments may include, but are not limited to, completing assigned exercises and reports, maintaining a notebook or portfolio of class assignments and projects, providing written answers to assigned textbook questions, and performing mathematical calculations as assigned. Writing assignments will enable the students to demonstrate understanding of accounting concepts/procedures and application of proper writing skills.

OUTSIDE ASSIGNMENTS

Students are expected to spend a minimum of two hours per day outside class in practice and preparation for each day in class. Outside assignments may include, but are not limited to, reading texts and handouts, completing simulations, using tutorials required for successful completion of accounting tasks and volunteering for course related projects.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, analyzing and providing written responses to designated assignments, researching appropriate additional readings, written and oral analysis and evaluation of readings and classroom projects, group or team discussion of readings and lectures.

EVALUATION

The student's grade will be based on multiple measures of performance. The assessment will measure development of independent critical thinking skills and will include evaluation of the student's ability to:

1. Perform accounting and mathematical calculations as assigned.
2. Apply theory to laboratory assignments, successfully completing the assigned hands-on projects and tests.
3. Perform on written, oral, and practical examinations.
4. Participate in class activities and discussions, as an individual and as a part of a team.
5. Maintain attendance per current policy.

METHOD OF INSTRUCTION

Methods of instruction, may include, but are not limited to, lecture, lab, demonstration, individualized study, tutorials, group or team activities, and audio-visual aids. Other unique instructional strategies such as, field trips, guided student job assignments, and guest speakers may also be utilized.

TEXTS AND SUPPLIES

Texts must be current and relevant to the course.

PREPARED BY Dea Brite/Lois Bruhn DATE 4/03

REVISED BY Instructional Services/SLO's Added DATE May 30, 2013

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog