

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 7000

Course Title: Accounting I

Course Description: This course will take you from little or no knowledge of accounting to understanding proper accounting systems. Topics include basic accounting systems, basic operating cycles, basic financial statements and other introductory concepts. The course spans general journal entries, financial statements, and analysis.

Suggested Course Prerequisite(s): N/A

Course Resources: Please bring calculator to class.
College Accounting, Ch. 1-30: 6 month eBook ISBN: 978-1-264-2015-01-1 Author: Price

Note: eBook option is a physical access code card that you need to purchase from bookstore (in person or online)

Student Learning Outcomes:

1. Analyze common business transactions and determine the appropriate accounts to debit or credit
2. Journalize transactions by making an entry in the appropriate ledger
3. Post transactions from the journal to the ledger and prepare a trail balance
4. Recognize the need for adjusting entries and journalize and post the required adjustments
5. Prepare an income statement, statement of owner's equity and a balance sheet
6. Journalize and post closing entries at the end of an accounting period
7. Account for cash, including preparation of a bank reconciliation
8. Account for payroll, including withholding, deductions and expenses
9. Calculate basic financial ratios

Certification Notes: N/A

Next course recommendation: Accounting II

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Session 1: Introductions and syllabus.

Chapter 1, Exercises E1-1A, E1-2A

Session 2: Chapter 2, Accounting Equation, Exercises E2-1A, E2-2A, E2-5A, P2-8B

Session 3: Chapter 3, Double Entry Accounting, Exercises E3-2A, E3-7A

Session 4: Chapter 4, Journalizing & Posting, Exercises E4-4A, E4-5A; Problem P4-11B

Session 5: Chapter 5 Adjusting Entries, Exercises E5-1B, E5-2B, E5-3B, E5-4B, and E5-5B

Session 6: Chapter 6, Financial Statements and Closing, Mastery Problem

Session 7: Chapter 7, Cash, Problems P7-10B, P7-11B

Session 8: Chapter 8 & 9, Payroll, Problems

Exercises: E8-4B, E8-5B

Exercises: E9-5A, E9-6A

Session 9: Chapter 15, Financial Statement Analysis, Exercises, 15-3A, E15-7A

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.