

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: ACNT 7020

Course Title: General Accounting Basic

Course Description: This course provides a broad overview of financial and managerial accounting. Topics include accounting concepts and terms, primary financial statements, chart of accounts, managerial accounting including job order and process costing, CVP analysis, absorption & variable costing, activity based costing and standard costing. Balanced Scorecard analysis is also reviewed.

Suggested Course Prerequisite(s): N/A

Course Resources: Textbook

Student Learning Outcomes:

Be familiar with Accounting Concepts and understand the Importance of Financial Reports

Be familiar with the Balance Sheet Equation (net worth statement)

Draw out the Cash Cycle for a business

List the similarities and differences between corporations, partnerships and sole proprietorships

Identify the primary financial statements and how they are created; an income statement, statement of retained earnings, and a balance sheet

Create a typical Chart of Accounts

Analyze common business transactions and determine the appropriate accounts to debit or credit

Be familiar with terms, concepts and classifications related to Managerial Accounting

Identify the differences between Managerial and financial accounting

Explain Job Order Costing and Process Costing at a high level, and understand what types of business would use each

Explain Absorption and Variable Costing at a high level, and understand when a business would use each

Explain how and when Activity Based Costing would be used

Explain Standard Costing and Benchmark analysis

Certification Notes: This is a certificate series.

Next course recommendation: Department Budget Essentials

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:

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.