

Description:

The Accounting Principles and Practices course will help students learn the principles and processes involved in manual double-entry accounting systems. It will cover the accounting cycle -- including the use of journals, ledgers, and worksheets. Preparation of income statements and balance sheets and specialized accounting functions such as: banking, petty cash, and payroll will be stressed. In addition to the manual accounting process, the students will use calculators and computers to process information and produce reports. This course will serve as both an introductory and advanced course for the adult program at the Career Training and Education Center. The course will contain some of the same units of instruction as the accounting program at community colleges and will be part of the articulated programs of the Tri-County ROP. Job search skills, business ethics, appropriate communication skills for the marketplace, and job retention skills, including attendance, punctuality, attitude and grooming will be reinforced at all levels of instruction. The course will prepare students for entry level accounting positions such as: accounts payroll clerk, accounts receivable, accounts payable clerk and banking clerk.

Performance Objectives:

Upon completion of the Accounting Principles and Practices program, the student will be able to:

1. \_\_\_\_\_ Use a 10-key calculator, entering 100 keystrokes a minute for three minutes with no errors.
2. \_\_\_\_\_ Analyze transactions and determine appropriate debit and credit entries.
3. \_\_\_\_\_ Demonstrate proficiency in all phases of the accounting cycle.
4. \_\_\_\_\_ Prepare deposit slips and checks and reconcile a bank statement.
5. \_\_\_\_\_ Prepare documents and reports associated with petty cash account.
6. \_\_\_\_\_ Use a computer and appropriate accounting software to record financial transactions and produce reports.
7. \_\_\_\_\_ Use a computer and appropriate software to develop electronic spreadsheets and to prepare graphic presentations of financial information.
8. \_\_\_\_\_ Establish an accounting system for a business.
9. \_\_\_\_\_ Maintain records and analyze accounts receivable.
10. \_\_\_\_\_ Compute due dates and interest and maintain records of accounts and notes payable.
11. \_\_\_\_\_ Compute depreciation on assets using a variety of methods.
12. \_\_\_\_\_ Demonstrate working knowledge of payroll procedures.
13. \_\_\_\_\_ Demonstrate competent business communication skills, presentation skills, and telephone skills.
14. \_\_\_\_\_ Prepare a well written cover letter and resume.
15. \_\_\_\_\_ Comprehend and verbalize fundamental business ethics.
16. \_\_\_\_\_ Demonstrate cash handling skills including the capacity to count back change.
17. \_\_\_\_\_ Understand and communicate fundamental auditing practices.

*NOTE: The student has satisfactorily completed the performance objectives initialed by the instructor.*