

BUTTE COLLEGE

COURSE OUTLINE

I. CATALOG DESCRIPTION

ACCT 30 - Accounting Capstone

4 Unit(s)

Prerequisite(s): ACCT 4 (or concurrent enrollment) and ACCT 110 (or concurrent enrollment)

Recommended Prep: Reading Level IV; English Level III; Math Level IV

Transfer Status: CSU

68 hours Lecture

The Capstone course is the culmination of the accounting knowledge learned in previous courses (ACCT 20, ACCT 2, ACCT 4, ACCT 100, and ACCT 110) preparing students to enter the accounting workforce. The course involves substantial accounting simulations where students apply the accounting cycle, prepare supporting work-papers, create budgets and variance analysis, and synthesize their accounting skills. This course will assist students in preparing for the American Institute of Professional Bookkeepers' certification exam.

II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Analyze, organize, and present financial data in accordance with generally accepted accounting principles.
- B. Prepare accurate and ethical financial statements.
- C. Demonstrate appropriate written calculations and documentation to support journal entries, general ledger, financial statements and business decisions.
- D. Find and revise accounting errors and make appropriate adjustments when accounting changes occur.
- E. Work independently and develop appropriate problem solving skills.
- F. Demonstrate good work habits necessary to succeed in the field of accounting and become employable.

III. COURSE CONTENT

A. Unit Titles/Suggested Time Schedule

Lecture	
<u>Topics</u>	<u>Hours</u>
1. Review accounting process & financial statements.	4.00
2. Accounting Simulation - manual	6.00
3. Adjusting entries	4.00
4. Correcting Errors	6.00
5. Methods of Depreciation	7.00
6. Inventory: Journal Entries and cost flow methods	7.00
7. Accounting simulations - computerized	8.00
8. Payroll: Employment Records, Withholding, Reporting	9.00
9. Accounting simulations - Budgeting	7.00
10. Professionalism	2.00
11. Interviewing & job search skills	2.00
12. Accounting simulations - Financial Statement Analysis & Ratios	6.00
Total Hours	68.00

IV. METHODS OF INSTRUCTION

- A. Lecture
- B. Instructor Demonstrations
- C. Guest Speakers
- D. Collaborative Group Work
- E. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- F. Problem-Solving Sessions
- G. Reading Assignments
- H. Multimedia Presentations
- I. Case research via Internet and library resources
- J. Computerized accounting simulation where students practice journal entries and other work related to the field (at option of instructor)

V. METHODS OF EVALUATION

- A. Exams/Tests
- B. Quizzes
- C. Projects
- D. Homework
- E. Class participation
- F. Lab Projects
- G. Final Examination
- H. In-class assignments
- I. Accounting simulations.

VI. EXAMPLES OF ASSIGNMENTS

- A. Reading Assignments
 - 1. Read the “Units of Production” chapter in the Mastering Depreciation book. Provide a review of the material and practice the concepts presented.
 - 2. Read the “Prepaid (Deferred) Expenses” chapter in the Mastering Adjusting Entries book. Provide a review of the material and practice the concepts presented.
 - 3. Read an article on the internet about financial statements and be prepared to discuss the significance of the article chosen.
- B. Writing Assignments
 - 1. Write a memo explaining what you found most useful from the guest speaker’s presentation on professionalism and interviewing skills.
 - 2. Complete complex journal entries and associated explanations for the California Adventures Company accounting simulation.
 - 3. Prepare a report on the financial statements and financial ratios for both a domestic and international company. Note any differences in accounting practice and explain which company is a more attractive investment.
- C. Out-of-Class Assignments
 - 1. Use QuickBooks to complete the Sherlock Detective Company accounting simulation. This includes entering transactions, creating journal entries, posting to the general ledger, and creating financial statements for each month of data.
 - 2. Complete homework problems for sections 7-9 of the Mastering Payroll book.
 - 3. Complete homework problems for sections 1-4 of the Mastering Correction of Accounting Errors book.

VII. RECOMMENDED MATERIALS OF INSTRUCTION

Textbooks:

- A. Salam, Debera. Mastering Payroll. AIPB, 2009.
- B. Association of Certified Fraud Examiners. Mastering Internal Controls & Fraud Prevention. AIPB, 2007.
- C. Kalfayan, Garo. Mastering Depreciation. AIPB, 2008.
- D. Bulmash, Gary. Mastering Adjusting Entries. AIPB, 2007.
- E. Fettus, Sharon. Sharon. Mastering Correcton of Errors. AIPB, 2007.

Materials Other Than Textbooks:

- A. Instructor supplied supplemental handouts

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