This course explores accounting as an information system and it is used by investors, creditors, and other stakeholders to make decisions. It introduces the accounting cycle, recording and reporting of business transactions, application of generally accepted accounting principles, and preparation of financial statements. The course examines issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and business ethics.

PREREQUISITES:

COREQUISITES:

ADVISORIES:

ACCOUNTING:

MATERIAL FEE: Yes [ ] No [X] Amount: $0.00

CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

GRADING POLICY: Pass/No Pass [ ] Standard Letter [X] Not Graded [ ] Satisfactory Progress [ ]

OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]

TRANSFER STATUS: CSU Transferable[ ] UC/CSU Transferable[X] Not Transferable[ ]

BASIC SKILLS STATUS: Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable

NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course

OCCUPATIONAL (SAM) CODE: D

REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:

REQUIRED FOR DEGREE OR CERTIFICATE: No [ ] Yes [X]

Accounting(Associate in Arts)

Associate of Arts: Liberal Arts: Emphasis in Business and Technology(Associate in Arts)

Business Administration(Associate in Arts)

Business Administration(Associate in Science for Transfer)

Business Administration(Certificate of Achievement)

CERTIFIED BUSINESS PROFESSIONAL: CPS/CAP CERTIFICATE HOLDERS OPTION(Associate in Arts)

CERTIFIED BUSINESS PROFESSIONAL: CPS/CAP CERTIFICATE HOLDERS OPTION(Associate in Arts)

CERTIFIED BUSINESS PROFESSIONAL: CPS/CAP CERTIFICATE HOLDERS OPTION Retire Fall
2019 (Associate in Arts)
CERTIFIED BUSINESS PROFESSIONAL: PROFESSIONAL LEGAL SECRETARY CERTIFICATE
HOLDERS OPTION (Associate in Arts)
CERTIFIED BUSINESS PROFESSIONAL: PROFESSIONAL LEGAL SECRETARY CERTIFICATE
HOLDERS OPTION Retire Fall 19 (Associate in Arts)
General Management Option (Certificate of Achievement)
Human Resources Management Option (Certificate of Achievement)
IRS Enrolled Agent (Certificate of Specialization)
Legal Secretary/Assistant (Certificate of Achievement)
Legal Secretary/Assistant (Associate in Arts)
Marketing Management Option (Certificate of Achievement)
Small Business Management Option (Certificate of Achievement)
Staff Accountant Option (Certificate of Achievement)

GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

1. Explain the components of the conceptual framework for financial accounting and reporting.
2. Describe the nature and purpose of generally accepted accounting principles (GAAP).
3. Define and summarize the purpose of an accounting system, a journal, and a ledger.
4. Apply transaction analysis, input transactions into an accounting system, process this input, and prepare financial statements.
5. Explain the content, form, and purpose of financial statements (including footnotes), and how they satisfy the information needs of investors, creditors, and other users.
6. Assess the ethical implications inherent in financial reporting.

COURSE OBJECTIVES:

1. Describe the nature and purpose of generally accepted accounting principles (GAAP) and International Financial Reporting Standards (IFRS).
2. Define the components of the conceptual framework for financial accounting and reporting, including the objectives, qualitative characteristics, elements, assumptions, principles, and constraints.
3. Define an accounting information system and its components, including accounts, journals, ledgers, and trial balances.
4. Apply transaction analysis, input transactions into an accounting system, process this input, and prepare financial statements and related footnote disclosures.
5. Comprehend the accrual basis of accounting and its underlying principles of revenue recognition, expense recognition, and matching. Discuss the impact of cash basis versus accrual basis on the financial statements.
6. Utilize internal control mechanisms to procure accurate financial reporting, protect assets, comply with regulations, and manage risk.
7. Outline the accounting and reporting for current assets, including the measurement and reporting of cash and cash equivalents, receivables and bad debts, inventory and cost of goods sold, and prepaid expenses.
8. Illustrate accounting issues for long-lived assets, including acquisition, capital expenditures versus minor repairs, depreciation, and disposal.
9. Analyze the accounting, reporting, and valuation of current liabilities - compute payable balances, estimate accrued liabilities, and evaluate contingencies.
10. Illustrate accounting for long-term liabilities - debt issuance, loan amortization, debt maturity and retirement, and valuation with consideration for the time value of money.

11. Illustrate the accounting for stockholders’ equity such as stock issuance, repurchase, and dividends.

12. Compile a statement of cash flows by categorizing an entity’s operating, investing, and financing activities, reconciling financial statement balances, providing all necessary disclosures, etc.

13. Conduct financial analysis to assess an entity's profitability, liquidity, solvency, and leverage levels.

14. Analyze the ethical implications inherent in financial reporting and apply strategies for addressing ethical dilemmas.

**COURSE CONTENT:**

**LECTURE CONTENT:**

A. Financial Accounting Standards
   1. Generally Accepted Accounting Principles (GAAP)
   2. International Financial Reporting Standards (IFRS)
   3. Regulatory bodies: FASB, IASB, AICPA, PCAOB, etc.

B. Conceptual framework for financial accounting
   1. Basic objectives
   2. Qualitative characteristics of accounting information
   3. Assumptions underlying accounting
   4. Basic principles of financial accounting
   5. Constraints/limitations on accounting information

C. Accounting information system
   1. Accounts
   2. General and special purpose journals
   3. General ledger
   4. Trial Balances
   5. Financial statements

D. Transaction analysis
   1. Debits and credits
   2. Normal balances
   3. Journal entries
   4. Posting
   5. Adjusting entries and closing entries

E. Accrual basis accounting
   1. Revenue recognition principle
   2. Expense recognition principle
   3. Matching principle
   4. Financial impact of accrual basis versus cash basis of accounting

F. Merchandising operations
   1. Buyer and seller transactions
   2. Merchandising income statement

G. Cash and cash equivalents
   1. Custody and safeguarding of cash
   2. Internal control objectives, principles, and organizational levels
   3. Bank reconciliation
   4. Petty cash

H. Receivables
   1. Accounts receivable or accounting for bad debt
      a. Net realizable value
   2. Notes receivable

I. Inventory
   1. Inclusion
   2. Costing methods: FIFO, LIFO, average cost, specific identification
   3. Valuation: lower of cost or market
J. Long-lived assets
   1. Acquisition
   2. Capital expenditures versus minor repairs
   3. Depreciation
   4. Disposal
   5. Intangible assets
K. Current liabilities
   1. Accounts payable
   2. Notes payable
   3. Accrued liabilities
   4. Contingencies
L. Long-term liabilities
   1. Bonds payable - issuance, amortization, and maturity
   2. Issuance at par, premium, or discount
M. Stockholders’ equity
   1. Issuance
   2. Repurchase
   3. Dividends
N. Statement of cash flow
   1. Classification of operating, investing and financing activities
   2. Reconciliation of net income to cash flow
   3. Additional mandatory disclosures
O. Miscellaneous
   1. Financial analysis - ratios
   2. Ethical issues - conflicts of interest
   3. Interpretation of financial statements

METHODS OF INSTRUCTION:

A. Lecture:
B. Work Experience:
C. Direct Study/IS:
D. A/V Two Way Interactive:
E. Video One Way – Audio Two Way:
F. Two-way interactive audio only:
G. Audio – One Way:
H. Online:
   I. Field Experience:
   J. Independent Study:

INSTRUCTIONAL TECHNIQUES:

Instructional techniques can consist of any of a combination of the following:

- In-class techniques: lecture, discussion, direct study,
- Out-of-class techniques: field research, work experience, non-credit tutoring,
- Distance and online education protocols: audio/visual two-way interactive media, one-way non-interactive media, web-based simultaneous interaction,

COURSE ASSIGNMENTS:

Out-of-class Assignments

A. audio lectures
B. video lectures
C. projects

Writing Assignments

A. essays, papers
B. objective question-and-answer responses  
C. discussion board assignments  
D. solutions to quantitative exercises and problems via online course management system  
E. quizzes  
F. exams  

Reading Assignments  
A. textbook  
B. cases and case studies  
C. periodicals, journals, articles, and other readings  

METHODS OF STUDENT EVALUATION:  
Midterm Exam  
Final Exam  
Short Quizzes  
Written Assignments  
Essay Examinations  
Objective Examinations  
Report  
Projects (ind/group)  
Problem Solving Exercises  
Oral Presentations  
Skills Demonstration  

Demonstration of Critical Thinking:  
Students will analyze and apply course concepts to quantitative exercises and problems.  

Required Writing, Problem Solving, Skills Demonstration:  
Students will demonstrate problem-solving skills by presenting solutions to class exercises.  

TEXTS, READINGS, AND RESOURCES:  

TextBooks:  

LIBRARY:  
Adequate library resources include: Print Materials  
Non-Print Materials  
Online Materials  
Services  

Comments:  

Attachments:  
Attached Files