

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

ACCOUNTING SERIES

(76 hours)

ACNT 1003

COURSE SYLLABUS

Course Description: A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle, preparing financial statements, and analyzing the information reflected in them. **Required Book:** Accounting, Fifth Edition, Peter J. Eisen, ISBN # 0-7641-3547-3. **Prerequisites:** Familiarity with the PC or Fundamentals of PC Use course.

Objectives: Every student will be able to:

1. Define accounting terminology
2. Analyze and record business transactions in a manual and computerized environment
3. Complete the accounting cycle
4. Prepare financial statements
5. Apply accounting concepts related to cash and payroll

Rationale: Small businesses, large industry, and charitable organizations all use accounting principles to evaluate their success and professionals ranging from accounting clerks and bookkeepers to business owners need to know these principles. This course is designed to provide individuals in our community with the tools for understanding and using basic accounting principles.

Required Material: Accounting, Fifth Edition, Peter J. Eisen, ISBN # 0-7641-3547-3

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

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Course Outline:

I.	Accounting I – see syllabus for ACNT 1002	24 hrs
II.	Accounting II – see syllabus for ACNT 4006	16 hrs
III.	Financial Statement Analysis – see syllabus for ACNT 4007	4 hrs
IV.	Business Tax Forms – see syllabus for ACNT 4008	4 hrs
V.	Introduction to QuickBooks – see syllabus for ITSW 3046	16 hrs
VI.	Intermediate QuickBooks – see syllabus for ITSW 3049	12 hrs