

General Accounting

(Registration deadline is one week prior to start date)

General Accounting provides a complete foundation in basic accounting procedures. This course presents the fundamentals of accounting in a practical, up-to-date, and easy-to-comprehend manner. The goal is to provide students with a strong basic knowledge of accounting terms, concepts, and procedures. Emphasis is placed on developing a firm foundation of fundamental procedures with appropriate repetition of content through the use of examples and color-coded illustrations.

Price*	\$645 Nonmembers / \$515 Members	
Course Length	16 Weeks	
Course Credits	AIB: 3.0 ; ACE: See below	
Prerequisites	Participants must be comfortable using Microsoft Excel.	
Required Software	Microsoft Excel, Adobe Acrobat Reader, Microsoft Internet Explorer Browser 7.0 or Mozilla Firefox 2.0 or higher	
Textbook	<i>College Accounting</i> , 9th Edition, 2008, Houghton Mifflin	
Start date/Catalog #	January 11, 2010	3005403
	February 22, 2010	3005433
	April 19, 2010	3005464
	May 10, 2010	3005480
	June 14, 2010	3005494
	August 2, 2010	3005522

Audience

Bank personnel with little or no accounting background at any level.

Learning Objectives

After successfully completing this program, you will be able to:

- Understand the basic accounting cycle and define the basic elements used such as asset, liability, owner's equity, revenue, and expense accounts
- List the steps in the accounting cycle; prepare a post-closing trial balance and interim statements
- Understand and perform functions relative to bank accounts and cash funds
- Understand the implications of dealing with employee earnings and deductions, and with employee taxes, payments, and reports
- Prepare a classified income statement and balance sheet, compute working capital and current ratio and journalize closing entries for a business

ACE College Credit Recommendation

In the lower division baccalaureate/associate degree category, 3 semester hours in Accounting.

- *Registration for one or more courses that include accompanying textbooks will also incur a shipping & handling fee.*

