

General Accounting

(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*	\$625 Nonmembers / \$505 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
Catalog # / Start Date	3006167 August 1, 2011 3006972 September 19, 2011 3006987 October 17, 2011 3006999 November 14, 2011 3007014 January 9, 2012 3007039 February 21, 2012 3007061 April 16, 2012 3007073 May 7, 2012 3007085 June 11, 2012 3007107 July 30, 2012

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.*

