

COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

Prepared by: Ed Knecht
Status: Permanent
Effective Term: Fall 2017

November 30, 2016

A. Identification:

1. Subject Area: Accounting (ACC)
2. Course Number: 111
3. Course Title: Practical Accounting Procedures 2
4. Credit Hours: 3
5. Course Description: Continues the step by step approach to the study of accounting for service, merchandising, and small business operations where ACC 108 leaves off. This course includes all four of the financial statements, basic accounting cycle, special journals, special ledgers, procedures for controlling cash and payroll accounting. Prerequisite: ACC 108 or Consent of Instructor. Three lecture. Spring.

B. Course Goals: To provide the students with the comprehensive skills necessary to prepare them for understanding the basic accounting concepts and practices needed to focus on professional standards found in the accounting profession emphasizing the small business environment. Skill sets include problem-solving, communication, reasoning, and reporting of accounting information. Both manual and computer applications are utilized.

C. Course Outcomes:

Upon successful completion of this course, students will:

1. prepare journal entries in the subsidiary journals and post to the subsidiary ledgers;
2. Calculate the inventory valuation under the various methods;
3. Calculate payroll tax and record the entry in the accounting system;
4. Prepare the statement of cash flows and statement of stockholders' equity;
5. And analyze financial statements.

D. Course Outcomes Assessment will include:

1. course grades determined by the instructor as outline in the course syllabus;
2. homework problems and classroom questions on instructor assigned readings;
3. and a combination of chapter quizzes and unit exams.

E. Course Content will include:

1. accounting for sales and accounts receivable;
2. accounting for purchases and accounts payable;
3. cash receipts, cash payments, and banking procedures;
4. payroll computations, records, and payment;
5. payroll taxes, deposits, and reports;
6. accounts receivable and uncollectible accounts;
7. notes payable and notes receivable;
8. merchandise inventory;
9. property, plant, and equipment;
10. long-term bonds;
11. financial statement analysis;
12. the statement of cash flows.