

J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: ACC 117

Credits: 3

Course Title: Essentials of Accounting

Course Description: Covers reading and understanding financial statements, internal control requirements for safeguarding assets, and accounting procedures necessary to complete the entire accounting cycle, including journals, ledgers, and financial statements. **Prerequisites:** Placement in ENG 111 or placement in co-requisites ENG 111 and ENF 3. Competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units, or equivalent. Lecture 3 hours per week.

General Course Purpose: Provides students enrolled in occupational-technical programs practical knowledge and skills they can apply in future jobs or as a foundation for further study in accounting.

Course Prerequisites and Co-requisites:

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Course Objectives:

Upon completing the course, the student will be able to

- a. Interpret real-world financial statements to gain an understanding of a company's profitability, solvency, and efficiency;
- b. Articulate the rules, regulations, and penalties imposed upon companies by the Sarbanes Oxley Act related to internal controls over assets;
- c. Describe the bill collection and payment process, the importance of internal controls over cash and other assets, and the necessity to establish segregation of duties related to assets; and
- d. Apply basic accounting functions to the accounting cycle from original journal entries of business transactions, adjusting entries, preparation of financial statements, and closing the books.

Major Topics to Be Included:

- a. Financial statements and methods of accessing statements of public companies
- b. Simple ratio, horizontal, and vertical analysis
- c. History of Sarbanes Oxley and the implications for audited companies
- d. Internal control over assets
- e. Accounts receivable and accounts payable
- f. Internal controls over assets and their benefits
- g. The accounting cycle and preparation of journal entries of business transactions
- h. Adjusting journal entries
- i. Posting the general ledger
- j. Preparing trial balance
- k. Preparation of simple financial statements
- l. Preparation of closing entries and posting to general ledger

Effective Date of Course Content Summary: September 4, 2014