CONTINUING EDUCATION
Course Outline

Accounting Basics

Navigate your way around the accounting world by learning the basic steps associated with the accounting cycle. Topics include the accounting cycle; journal entries and T-accounts; trial balances; the four financial statements (Income Statement, Statement of Owner's Equity, Balance Statement, and Statement of Cash Flows); adjusting entries; closing entries; financial statement analysis; and computerized systems. Petty cash, internal controls and bank reconciliations will also be discussed.

Who Should Take This Course?

This hands-on course is designed for anyone who has a need to understand accounting concepts better, whether in the workplace or at home.

Course Objectives

- Understand the accounting equation
- Evaluate a transaction
- Identify the steps of the accounting cycle
- Journalize a transaction
- Post a transaction
- Record adjusting entries
- Calculate depreciation
- Prepare financial statements
- Record closing entries
- Prepare a bank reconciliation
- Calculate payroll-related taxes
- Complete a vertical and horizontal analysis
- Calculate financial ratios

Course Info

- Length: 18 hours
- Format: Classroom instruction and demonstration
- Prerequisite: None

Course Content

Evaluating Transactions

- Using the accounting equation
- Using account names and descriptions
- Evaluating a transaction
- Recording a transaction

The Accounting Cycle

- Analyzing business transactions
- Recording journal entries
- Posting journal entries
- Preparing the unadjusted trial balance
- Adjusting journal entries
- Preparing financial statements
- Closing journal entries

Journal Entries and T-Accounts

- Using debits and credits
- Using T-accounts
- Using special and general journals
- Using general and subsidiary ledgers

Adjusting Entries

- Creating a trial balance
- Adjusting entries
- Working with depreciation
- Preparing the adjusted trial balance

Financial Statements and Closing Entries

- Preparing an Income Statement
- Preparing the Statement of Owner's Equity
- Preparing the Balance Sheet
- Setting up the Statement of Cash Flows
- Closing the entries
- Completing the post-closing trial balance

Computerized Systems, Cash and Payroll

- Safeguarding cash
- Recording petty cash
- Preparing a bank reconciliation
- Reconciling journal entries
- Determining payroll calculations and journal entries
- Utilizing computerized accounting systems

Financial Statement Analysis

- Completing a horizontal analysis
- Completing a vertical analysis
- Calculating liquidity ratios
- Calculating solvency ratios
- Calculating profitability ratios

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session. You can request a Course Completion/CEU letter online.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at **www.greenriver.edu/accessibility**.