

**ACC 227**  
**PRACTICES IN ACCOUNTING**

**COURSE DESCRIPTION:**

Prerequisites: ACC 131, ACC 220, and CTS 130

Corequisites: None

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations. As part of this course, students may be required to prepare a sample joint income tax return for a married couple, establish and use an accounting system, and use a microcomputer to record accounting information. Course Hours Per Week: Class, 3. Semester Hours Credit, 3.

**LEARNING OBJECTIVES:**

Upon completion of the course, the student will be able to:

- A. Use quantitative and qualitative tools and methods.
  - 1. Use computer software effectively.
  - 2. Perform research effectively using various available means.
- B. Classify accounts and record transactions.
  - 1. Analyze business transactions.
  - 2. Record transactions in journals.
  - 3. Construct and use special purpose journals.
  - 4. Post transactions to ledgers.
  - 5. Reconcile subsidiary accounts to controlling accounts.
  - 6. Prepare schedules of accounts payable and accounts receivable.
  - 7. Account for bad debts.
  - 8. Identify, compute and record current liabilities.
  - 9. Account for inventories.
  - 10. Account for fixed assets.
- C. Account for cash.
  - 1. Account for petty cash.
- D. Account for payroll.
  - 1. Compute liabilities associated with payroll.
- E. Complete the accounting cycle and use its outputs.
  - 1. Prepare a working trial balance.
  - 2. Journalize and post adjusting entries.
  - 3. Prepare an adjusted trial balance.
  - 4. Journalize and post-closing entries.

5. Prepare a post closing trial balance.
  6. Prepare financial statements and necessary disclosures.
- F. Function effectively on the job
1. Understand importance of attendance and punctuality
  2. Prepare resume and cover letter
  3. Function as a team member

## **OUTLINE OF INSTRUCTION:**

- I. Small Business Accounting
  - A. Establishing accounting system for small business
  - B. Analyzing source documents
  - C. Recording transactions
  - D. Preparing financial statements
  - E. Adjusting and closing books
  - F. Analyzing financial data
  
- II. Effective Writing & Communication Skills for Accountants
  - A. Communication Strategies:
    - 1) Accountants as Communicators
    - 2) The Writing Process: An Overview
    - 3) The Flow of Thought: Organizing for Coherence
    - 4) A Sense of Style: Writing with Conciseness and Clarity
    - 5) Standard English: Grammar, Punctuation, and Spelling
    - 6) Format for Clarity: Document Design
    - 7) Accounting Research
  - B. Business Documents:
    - 1) Letters
    - 2) Memos and E-Mail
    - 3) Reports
  - C. Writing and Your Career
    - 1) Writing Essay Exams: Academic Courses and Professional Certification Exams
    - 2) Writing for Employment: Résumés and Letters.
    - 3) Writing for Publication
    - 4) Oral Presentations
  
- III. Analyze Financial Statements
  - A. Introduction to Interpretation and Analysis
  - B. Analyzing the Balance Sheet
  - C. Analyzing the Income Statement
  - D. Analyzing the Statement of Cash Flows
  - E. Ratio Analysis
  - F. Interpreting and Understanding Specific Accounts
  - G. Comprehensive Review
  - H. Corporate Analysis

#### IV. Case Studies:

Focusing on issues of recognition and measurement in financial statements, the cases (selected at the discretion of the instructor) cover a variety of important conceptual topics in accounting. Designed to be interesting, challenging and useful, each case concerns a specific situation, thereby offering an effective vehicle for encapsulating and conveying the essence of complex abstract issues. Topics may include: consolidation, derivatives, revenue recognition, preliminary analytical reviews, deferred costs, disposal of long-lived assets, asset retirement obligation, accounting changes, contingencies, stock compensation, inventory audit confirmation, impairment issues, cost capitalization, lease accounting, client integrity, investments, gain recognition, Pension/OPEB accounting.

#### V. Workplace skills

- A. Importance of attendance, punctuality, and attitude in the workplace
- B. Preparation of resume and cover letter
- C. Practicing interview skills
- D. Developing interpersonal skills
- E. Etiquette in the business environment

#### **REQUIRED TEXTBOOKS AND MATERIALS:**

See Durham Tech website.

#### **STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 536-7207, ext 1413, or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.