

**ACCT 30 - Accounting Capstone****Catalog Description****Transfer Status:** CSU**Prerequisite:** ACCT 4 (or concurrent enrollment), ACCT 110 (or concurrent enrollment), ACCT 100 (or concurrent enrollment)**Unit(s):** 4.00**Lecture:** 68.00 Contact hours/136.00 Out of class hours/204.00 Total hours/4.00 Unit(s)**Total:** 68.00 Contact hours/136.00 Out of class hours/204.00 Total hours/4.00 Unit(s)

Course Description: This course is intended to be taken in one of the final two semesters of the accounting program to consolidate training of students who are entering the accounting workforce. The course involves substantial accounting simulations where students apply the accounting cycle, prepare supporting work-papers, create budgets and variance analysis, and synthesize their accounting skills. This course will assist students in preparing for the American Institute of Professional Bookkeepers' certification exam.

Objectives

Upon successful completion of this course, the student should be able to:

1. Analyze, organize, and present financial data in accordance with generally accepted accounting principles.
2. Prepare accurate and ethical financial statements.
3. Demonstrate appropriate written calculations and documentation to support journal entries, general ledger, financial statements and business decisions.
4. Find and revise accounting errors and make appropriate adjustments when accounting changes occur.
5. Work independently and develop appropriate problem solving skills.
6. Demonstrate good work habits necessary to succeed in the field of accounting and become employable.
7. Evaluate budgets for cost control, planning and performance analysis.
8. Describe and apply California and Federal Payroll tax laws and create accurate forms and supporting documents.

Course Content**Topic Titles / Suggested Time Topic****Lecture**

<u>Topics</u>	<u>Lec Hrs</u>
Review Accounting Process & Financial Statements	4.00
Accounting Simulations: Manual Bookkeeping	6.00
Adjusting Entries	4.00
Correcting Errors	6.00
Methods of Depreciation	7.00
Inventory: Journal Entries & Cost Flow Methods	7.00
Accounting Simulations: Computerized	8.00
Payroll: Employment Records, Withholding & Reporting	9.00
Accounting Simulations: Budgeting	7.00
Professionalism and Ethical Behavior	2.00
Interviewing & Job Search Skills	2.00
Accounting Simulations: Financial Statement Analysis & Ratios	6.00
Total Hours:	68.00

Methods of Instruction

- A. Collaborative Group Work
- B. Guest Speakers
- C. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- D. Instructor Demonstrations
- E. Lecture
- F. Problem-Solving Sessions
- G. Accounting Simulations

Methods of Evaluation

- A. Exams/Tests

- B. Projects
- C. Homework
- D. Class participation
- E. Final Examination
- F. Written Assignments
- G. In-class assignments, Accounting simulations

Examples of Assignments

Reading Assignments

1. Read the background information and transaction detail for the California Adventures practice set and enter transactions into computer spreadsheet.
2. Read the "Prepaid (Deferred) Expenses" chapter in the Mastering Adjusting Entries book. Provide a review of the material and practice the concepts presented.

Writing Assignments

1. Write a memo explaining what you found most useful from the guest speaker's presentation on professionalism and interviewing skills.
2. Review the budget results for the Indi Company practice set and write recommendations for the company.

Out-of-Class Assignments

1. Complete complex journal entries and associated explanations for the California Adventures Company accounting simulation.
2. Use an accounting software to complete an accounting simulation. This includes entering transactions, creating journal entries, posting to the general ledger, and creating financial statements for each month of data.

Recommended Materials of Instruction

Bulmash, Gary. (1999). Mastering Adjusting Entries. *AIPB*, 1st. 978-1-884826-25-2.

Fettus, Sharon and Myers, Mary. (1998). Mastering Correction of Accounting Errors. *AIPB*, 1st. 978-1-884826-26-9.

Salam, Debera. (2008). Mastering Payroll. *AIPB*, 1st. 978-1-938741-24-1.

Association of Certified Fraud Examiners. (2022). Mastering Internal Controls & Fraud Prevention. *AIPB*. 978-1-938741-17-3.

Kalfayan, Garo and Patterson, Denise. (2012). Mastering Depreciation. *AIPB*, 1st. 978-1-938741-16-6.

Meyer, Philip. (1999). Mastering Inventory. *AIPB*, 1st. 978-1-938741-08-1.

Other Learning Materials

Instructor supplied supplemental handouts

Minimum Qualifications

Accounting (Masters Required)

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