

SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
ACC 280S ACCOUNTING CAPSTONE
3 CREDIT HOURS

COURSE DESCRIPTION:

A review of accounting topics and combination of current events, accounting systems design and use, and outside projects. Includes evaluation of capstone project by an outside evaluator. Prerequisite: ACC 214S and ACC 222S. Lab fee.

COURSE GOALS:

The student will:

1. Name the primary differences between manual and computerized accounting systems, and the various hardware and software available.
2. Use software to record transactions and print reports.
3. Analyze software for business use.
4. Illustrate and show cost, marginal, auditing and tax topics.
5. Write and criticize current events.
6. Practice an audit as a project.
7. Schedule an interview.
8. Write or update your résumé.

CORE VALUES:

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE:

1. Introduction to various accounting software
2. Recording transactions
3. Printing reports
4. Set-up a new company
5. Evaluate software
6. Write papers

7. Lecture on an accounting topic
8. Résumé
9. Interview
10. Projects
11. Final outside evaluation

ACC 280S Part 1/12-04-03/7-6-04/3-19-08