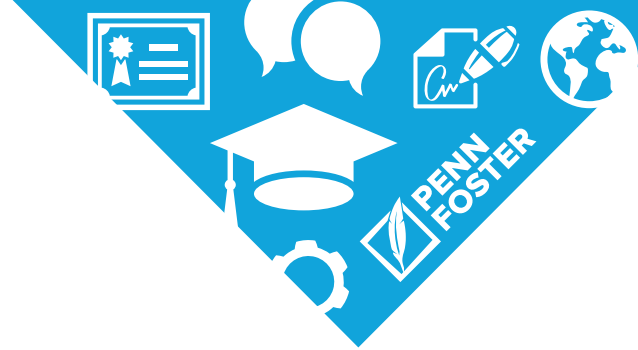


Accounting Essentials

PROGRAM OUTLINE



PROGRAM GOAL AND OUTCOMES

Program Goal

The Accounting Essentials Certificate program provides students with new job skills or refines existing accounting knowledge to advance in a current position, improve performance in a current business or prepare for further training.

Program Outcomes	Courses	Evidence of Learning
Understand how to examine financial statements to ensure that they are accurate and comply with laws and regulations	ACC111: Financial Accounting	Multiple-choice lesson exams, graded project and final exam
	ACC112: Managerial Accounting	Multiple-choice lesson examinations and final exam
Explain how to inspect account books and accounting systems for efficiency and use of accepted accounting procedures	ACC211: Computer Applications in Accounting	Multiple-choice lesson exams, a graded project, and a final graded project
Create, organize, and maintain financial records	ACC211: Computer Applications in Accounting	Multiple-choice lesson exams, a graded project, and a final graded project
	ACC112: Managerial Accounting	Multiple-choice lesson examinations and final exam
	ACC111: Financial Accounting	Multiple-choice lesson exams, graded project and final exam
Demonstrate how to assess financial operations and make best-practices recommendations to management	ACC112: Managerial Accounting	Multiple-choice lesson examinations and final exam
	ACC111: Financial Accounting	Multiple-choice lesson exams, graded project and final exam
Identify ways to reduce costs, enhance revenues, and improve profits	ACC111: Financial Accounting	Multiple-choice lesson exams, graded project and final exam
Demonstrate effective quantitative skills in basic mathematical operations pertaining to the business environment	MAT106: Mathematics for Business and Finance	Multiple-choice lesson exams

PROGRAM STRUCTURE

SYP001: Orientation

Lesson 1 **Starting Your Program**

MAT106: Math for Business and Finance

Lesson 2 **Basic Operations and Banking**
Lesson 3 **Business and Finance Basics I**
Lesson 4 **Business and Finance Basics II**
Lesson 5 **Business and Finance Basics III**
Textbook ***Practical Business Math Procedures***

ACC111: Financial Accounting

Lesson 6 **Business, Accounting, and You**
Lesson 7 **Accounting for Merchandising**
Lesson 8 **The Value of Money**
Lesson 9 **Corporations**
Lesson 10 **ACC111 Final Exam**
Textbook ***Financial Accounting***

ACC112: Managerial Accounting

Lesson 11 **Cost Concepts and Types of Costing**
Lesson 12 **Tools in Management and Aids to Decision Making**
Lesson 13 **Budget Analysis and Performance Measurement in Decision Making**
Lesson 14 **Capital, Cashflows, and Financial Statement Analysis**
Lesson 15 **ACC112 Final Exam**
Textbook ***Managerial Accounting***

ACC211: Computer Applications in Accounting

Lesson 16 **Exploring Sage 50 Accounting Software**
Lesson 17 **Sage 50 for Service Businesses**
Lesson 18 **Sage 50 for Merchandising Businesses**
Lesson 19 **Northern Sports Graded Project**
Textbook ***Computer Accounting with Sage 2015***

COURSE DESCRIPTIONS AND OBJECTIVES

SYP001: Orientation

Succeed by learning how to use your Penn Foster program.

By the end of this course, you'll be able to:

- Understand how to use your Student Portal.
- Access the Penn Foster Community and use it to find answers.
- Connect with Penn Foster on various social media sites.

MAT106: Math for Business and Finance

This course will provide the student with a foundation in basic mathematical operations. Topics covered include percentages, discounts, interest, present worth, sinking funds, installment buying, pricing, depreciation, investments, insurance, use of symbols and their applications, equations and formulas, and the importance of statistics.

By the end of this course, you'll be able to:

- Analyze functions of whole numbers, fractions, decimals, and percents
- Show calculations involved in simple interest, compound interest, and time value of money
- Prepare various business math applications involving financial reports, installment buying, and depreciation
- Analyze various financial concepts related to taxes, insurance, financial investments, and basic business statistics

ACC111: Financial Accounting

This course will provide students with a basic understanding of the principles of financial accounting. Topics covered include analyzing transactions; completing the accounting cycle; merchandising businesses; inventories, assets, and liabilities; and corporations, stocks, bonds, and cash flow.

By the end of this course, you'll be able to:

- Solve important accounting principles and concepts by creating four types of financial statements: balance sheet, income statement, statement of retained earnings, and statement of cash flows
- Explain inventory systems, the inventory process, and the role of ethics in accounting
- Explain cash and receivables, assets, current liabilities, and debt
- Analyze stocks and the statement of cash flows and financial statements that are used to assess the value of a business

ACC112: Managerial Accounting

This course provides an introduction to managerial accounting; analysis: C-V-P and management; budgeting and performance evaluation; decentralized operations; differential analysis and product pricing; capital investment analysis, and cost activities.

By the end of this course, you'll be able to:

- Analyze the various concepts related to managerial accounting and the cost accounting
- Show the different tools of management used for the decision-making process
- Identify the various budget analysis processes and the performance measurements for decision making

- Analyze the various components of capital budgeting, cash flow statements, and ratio analysis
- Solve examples of real-world accounting problems using knowledge of accounting forms and equations

ACC211: Computer Applications in Accounting

This course builds on concepts learned in Financial and Managerial Accounting and covers Sage 50® Accounting. Combines real-world accounting systems and examples with computer-based solutions. The course is a blend of problem solving, reading, case projects, and computer applications to problems encountered in today's accounting environment.

By the end of this course, you'll be able to:

- Explain how to install, register, and update the Sage 50® accounting software
- Print reports and back up data files using Sage 50®
- Record, post, and complete the accounting cycle for a service and merchandising enterprise using an automated accounting system
- Analyze the business flow of transactions in automated accounting systems, including customer lists, vendor files, inventory records, and employee files
- Demonstrate knowledge of the voucher system, accounts payable, accounts receivable, payroll systems, and departmentalized accounting
- Analyze and solve management accounting problems relating to operations and business profitability and financial reporting

Note: The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.