COURSE INFORMATION FORM

DISCIPLINE
Business Administration

COURSE TITLE
Accounting Capstone Course

CR.HR. 3  LECT HR. 3  LAB HR.  CLIN/INTERN HR.  CLOCK HR.

CATALOG DESCRIPTION
A survey course integrating the student’s knowledge in financial accounting, managerial/cost accounting, computer usage, business law, general ledger and communication skills. By using the computer as their tool, the student will analyze data and enhance their financial decision-making process. The student will participate in role-playing, case studies and group work. The course is usually taken the last semester of the accounting program.

PREREQUISITES
None

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:
1. Demonstrate competency in financial accounting through the preparation of financial statements, schedules, documents and reports.
2. Demonstrate proficiency in Managerial/Cost Accounting through managerial analysis budgeting and manufacturing reports.
3. Integrate operations on the PC utilizing software packages.
4. Synthesize knowledge of general business practices and the inherent legal environment.
5. Employ written and oral communication skills.
CLASS-LEVEL ASSESSMENT MEASURES

Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

Tests (1-5)
Business simulations (1-5)
Team projects (1-3)
Role playing (5)
Presentations (4-5)

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
DISCIPLINE       Business Administration

COURSE TITLE       Accounting Capstone Course

Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. Demonstrate competency in financial accounting
   A. Accounting principles
   B. Accounting cycle
   C. Financial statements
   D. Property, plant, and equipment
   E. Payroll
   F. Corporate accounting

II. Illustrate proficiency in managerial/cost accounting
    A. Managerial analysis
    B. Budgeting
    C. Manufacturing accounting

III. Perform operations on the personal computer utilizing software packages
     A. Basic skills
     B. General ledger
     C. Spreadsheet
     D. Keyboarding
     E. Ten-key pad

IV. Display general business and legal environment knowledge
    A. Business organization and administration
    B. Operations management
    C. Contracts
    D. Negotiable instruments
    E. Agency and employment

V. Exhibit written and oral communication skills
    A. Oral
    B. Written
    C. Electronic