

Course Syllabus

What you will learn in this course



Accounting 1a: Introduction

Accounting is more than numbers and spreadsheets; it's about unlocking the secrets of financial success and understanding how to drive a company forward. The individual who understands business finances holds sway in the organization. From decoding financial statements to mastering corporate ethics, real-world scenarios expose you to accounting principles and provide opportunities to apply your knowledge. Whether you're exploring if accounting aligns with your career aspirations or you dream of becoming an entrepreneur and want to gain a deeper understanding of managing the "books", this course will empower you to navigate accounting and make excellent decisions.

Unit 1: Accounting Foundations

Have you ever thought about building a house? Learning the foundations of accounting is like creating a strong foundation for a house. The elements in this unit will show you the solid foundation on which an accounting department is formed. You will understand what roles are assigned and what functions are served, along with

the specific principles that accountants follow. Accounting is the language of business. Mastering its basics is essential for making informed financial decisions, whether you are running a business, investing, or working in finance.

What will you learn in this unit?

After studying this unit, you will be able to:

1. Articulate the functions and roles of the accounting department
2. Describe the responsibilities of members in different accounting functions
3. Compare the different types of accounting and core businesses
4. Define important accounting terms, assumptions, and principles

Unit 1 Assignments	
Assignment	Type
Lesson 01: Unlocking the Language of Business	Lesson
Lesson 02: Navigating Financial Responsibilities	Lesson
Lesson 03: Dual Threads of Accounting and a Trio of Business Types	Lesson
Lesson 04: Decoding the Language	Lesson
Critical Thinking Questions	Submission
Activity 1: What Do I Want to Learn?	Submission
Activity 2: Who Uses Financial Accounting Information and Why?	Submission
Activity 3: What Does the Career Path of a Managerial Accountant Look Like?	Submission
Unit 1 Discussion 1	Discussion
Unit 1 Discussion 2	Discussion
Unit 1 Quiz	Multiple Choice

Unit 2: Charting Your Career in Accounting

Thinking about a job in accounting is like stepping up to the plate during a baseball game. There are opportunities all around you, but you must be able to connect with them and make the most of them. In this unit, you will learn about the exciting job opportunities in accounting and what skills you will need to get those jobs and hit your career out of the park.

What will you learn in this unit?

After studying this unit, you will be able to:

1. Recognize the impact of accounting on business
2. Explain cutting-edge accounting tools and their impact on different industries

3. Compare the types of careers available in accounting
4. Describe important skills needed for different employment opportunities in accounting
5. Identify GAAP and standard-setting bodies in accounting

Unit 2 Assignments	
Assignment	Type
Lesson 01: Key Aspects of the Accounting Industry	Lesson
Lesson 02: Digital Tools and Accounting's Economic Impacts	Lesson
Lesson 03: Types of Careers Available in the Accounting Field	Lesson
Lesson 04: Skills Assessment and Skill Areas for Development	Lesson
Lesson 05: The Influence of Accounting Standards	Lesson
Critical Thinking Questions	Submission
Activity 1: How Do I Obtain a CPA License or CMA Certification?	Submission
Activity 2: What Basic Numerical and Arithmetic Applications Are Required of an Accountant?	Submission
Activity 3: Which Accounting Career Is the Best Fit for Me?	Submission
Unit 2 Discussion 1	Discussion
Unit 2 Discussion 2	Discussion
Unit 2 Quiz	Multiple Choice

Unit 3: Navigating Personal and Business Accounting Like a Pro

This unit equips you with key skills for personal financial planning by covering goal setting and effective planning strategies. You'll also explore financial statements for manufacturing and merchandising companies to better interpret, analyze, and understand those documents. As part of this, you'll delve into organizational structures, comparing those structures through an examination of their details. By the end, you'll be well prepared to plan for personal financial success and to understand the financial transactions that businesses make, while also grasping the nuances of different organizational structures.

What will you learn in this unit?

After studying this unit, you will be able to:

1. Plan for your future personal financial success
2. Outline steps to managing your personal budget and credit
3. Describe the main types of financial statements
4. Articulate the purpose and function of income statements
5. Decipher more specialized financial statements

Unit 3 Assignments	
Assignment	Type
Lesson 01: Unveiling the World of Personal Accounting	Lesson
Lesson 02: Achieving Goals with Personal Budgeting	Lesson
Lesson 03: Demystifying the Balance Sheet	Lesson
Lesson 04: Looking More Deeply at Income Statements	Lesson
Lesson 05: Ins and Outs of More Specialized Statements	Lesson
Critical Thinking Questions	Submission
Activity 1: How Does a Merchandising Business Calculate Their Cost of Goods Sold?	Submission
Activity 2: How Can You Plan for Financial Success?	Submission
Unit 3 Discussion 1	Discussion
Unit 3 Discussion 2	Discussion
Unit 3 Quiz	Multiple Choice

Unit 4: Beginning the Accounting Cycle—Journals

Have you ever read someone's diary? And learned all the details of what happened each day of their life? If you have kept a diary or a journal, you were able to look back on those events and remember them—some good and some bad. In this unit, we are going to learn how to prepare and read a business's journal. Each and every financial activity that a company engages in is recorded in their journal. It is the initial, and very important, step in preparing the company's financial statements.

What will you learn in this unit?

After studying this unit, you will be able to:

1. Identify key steps of the accounting cycle
2. Perform steps in the accounting cycle
3. Apply the business cycle using source documents
4. Journal various financial transactions

Unit 4 Assignments	
Assignment	Type
Lesson 01: Financial Choreography	Lesson
Lesson 02: Accounting Balancing Act	Lesson
Lesson 03: Launching the Financial Process	Lesson
Lesson 04: Recording Financial Footprints	Lesson
Critical Thinking Questions	Submission
Activity: How Do Accounting Activities Flow?	Submission
Cumulative Project 1: How Do I Implement the Accounting Cycle?	Submission
Cumulative Project 2: What Are the Next Steps in the Accounting Cycle?	Submission
Unit 4 Discussion 1	Discussion
Unit 4 Discussion 2	Discussion
Unit 4 Quiz	Multiple Choice

Midterm Exam

1. Review information acquired and mastered from this course up to this point.
2. Take a course exam based on material from the **first half** of the course (**Note:** You will be able to open this exam only one time.)

Midterm Exam Assignments	
Assignment	Type
Midterm Exam	Multiple Choice
Midterm Discussion	Discussion

Unit 5: Mastering the Financial Nexus: Unraveling the Ledger's Power

Welcome to another exciting chapter in your financial journey. This unit digs into the core framework of accounting. It provides you with the tools to navigate and understand the details of a company's financial records. We will take a journey through the essential elements of accounting that form the backbone of financial reporting. We'll also look at the chart of accounts, an organizational structure that categorizes transactions; the general ledger, the central location of a company's financial data; and the pivotal role of adjusting and closing entries, which ensure accurate financial statements. Along the way, we will dig into the details of the trial balance and introduce worksheets as powerful tools used in preparing financial statements.

What will you learn in this unit?

After studying this unit, you will be able to:

1. Construct an effective chart of accounts

2. Transfer data from the journal to the ledger
3. Prepare adjusting entries
4. Record closing entries
5. Develop a trial balance and a worksheet

Unit 5 Assignments	
Assignment	Type
Lesson 01: Crafting an Effective Account Structure	Lesson
Lesson 02: Bridging the Gap Between the Journal and Ledger	Lesson
Lesson 03: Navigating Adjusting Entries	Lesson
Lesson 04: Handling Closing Entries	Lesson
Lesson 05: Ensuring Financial Symmetry	Lesson
Critical Thinking Questions	Submission
Activity: What Have I Learned So Far?	Submission
Cumulative Project 3: What Are the Next Steps in the Accounting Cycle?	Submission
Cumulative Project 4: How Do I Prepare a Worksheet?	Submission
Cumulative Project 5: How Do I Complete the Accounting Cycle?	Submission
Unit 5 Discussion 1	Discussion
Unit 5 Discussion 2	Discussion
Unit 5 Quiz	Multiple Choice

Unit 6: Accrual Accounting: Unveiling the Financial Reality

In this unit, we're diving into some important stuff—that is, how businesses keep their financials in check, prevent fraud, manage their tech, and stay safe online. We will start by understanding the nuts and bolts of internal controls—the secret sauce organizations use to make sure their financial matters are on track. Then, we will examine practical skills for spotting and stopping fraud. We'll break down the foundations of accounting information systems (AIS) and chat about the wild world of cybersecurity. Finally, we'll look at the different types of organizations these issues affect. It's going to be an adventure packed unit with practical know-how applied to real-world challenges.

What will you learn in this unit?

After studying this unit, you will be able to:

1. Share insights into implementing internal controls
2. Articulate practical skills and methodologies for detecting and preventing fraud
3. Understand the foundations of accounting information systems (AIS)
4. Recognize cyber threats and ways to prevent them

5. Compare and contrast the different organizational structures

Unit 6 Assignments	
Assignment	Type
Lesson 01: Safeguarding Success of the Organization	Lesson
Lesson 02: Fraud Detection and Prevention	Lesson
Lesson 03: Accounting Information System	Lesson
Lesson 04: Cybercrime	Lesson
Lesson 05: Building a Company Blueprint	Lesson
Critical Thinking Questions	Submission
Activity 1: How Is the Sarbanes-Oxley Act Effective?	Submission
Activity 2: How Do You Interpret Errors to Make Corrections?	Submission
Unit 6 Discussion 1	Discussion
Unit 6 Discussion 2	Discussion
Unit 6 Quiz	Multiple Choice

Unit 7: Financial Storytelling

Continuing along our path through financial statements, this unit shines a spotlight on the vital role income statements play in understanding a company's financial position. We'll begin with an overview of the different methods used to prepare the income statement, digging into the benefits of each model. We will go on to break down the sections of the income statement, taking a deep dive into each. With that under our belts, we'll look at the tools needed to properly analyze the information included in the income statement.

What will you learn in this unit?

After studying this unit, you will be able to:

1. Recall the importance of financial statements
2. Define the structure of the income statement
3. Identify the sections of the income statement
4. Analyze the income statement

Unit 7 Assignments	
Assignment	Type
Lesson 01: The Window into Financial Information	Lesson
Lesson 02: Cracking the Code of the Income Statement	Lesson
Lesson 03: Deep Dive into the Income Statement	Lesson
Lesson 04: Analysis of the Income Statement	Lesson
Critical Thinking Questions	Submission
Activity 1: How Do Corporations Report Financial Information?	Submission
Activity 2: How Do Corporations Prepare and Analyze the Income Statement?	Submission
Cumulative Project 6: How Do I Prepare the Income Statement?	Submission
Unit 7 Discussion 1	Discussion
Unit 7 Discussion 2	Discussion
Unit 7 Quiz	Multiple Choice

Unit 8: Financial Storytelling, Part 2

Financial statements are like a report card for a business, helping people understand how well it's doing financially. These documents show important information about a company's financial health. They tell you how much money the company made, how much it spent, and how much it owes and owns. They are important for investors, lenders, and managers to make decisions about the company's future.

What will you learn in this unit?

After studying this unit, you will be able to:

1. Recognize the elements of the statement of retained earnings
2. Recall the importance of the balance sheet
3. Apply the details of the balance sheet
4. Articulate the details of the statement of cash flows
5. Define the differences between small businesses and a corporation

Unit 8 Assignments	
Assignment	Type
Lesson 01: Investigating the Statement of Retained Earnings	Lesson
Lesson 02: Deciphering the Balance Sheet	Lesson
Lesson 03: Deep Dive into the Balance Sheet	Lesson
Lesson 04: Following the Flow of Cash	Lesson
Lesson 05: Corporate versus Small Business Balance Sheets	Lesson
Critical Thinking Questions	Submission
Activity 1: How Can I Use What I Have Learned?	Submission
Activity 2: How Do Corporations Prepare and Interpret the Statement of Retained Earnings?	Submission
Activity 3: How Do Corporations Prepare and Interpret the Balance Sheet?	Submission
Final Cumulative Project: How Do I Prepare the Statement of Owner's Equity and the Balance Sheet?	Submission
Unit 8 Discussion 1	Discussion
Unit 8 Discussion 2	Discussion
Unit 8 Quiz	Multiple Choice

Final Exam

1. Review information acquired and mastered from this course up to this point.
2. Take a course exam based on material from the **second half** of the course (**Note:** You will be able to open this exam only one time.)

Final Exam Assignments	
Assignment	Type
Final Exam	Multiple Choice
Final Discussion	Discussion