302 English for Accounting (First Course) 120-hour cycles

Prerequisite(s):

English Level 5 or by individual placement through advisement

Textbooks:

Kermit D. Larson et al, Volume I: Fundamental Accounting Principles With Working Papers, McGraw Hill Irwin, 2002 (or comparable text), *pages 1-299.*

Course Description:

In this "English through Accounting" course students develop English language skills to be successful with basic accounting functions. This course sequence introduces students to the purposes and principles of accounting and the practice of fundamental accounting procedures using standard American English. Students analyze and apply English language skills to accounting concepts and procedures to real-life situations drawn from various types of businesses.

This course is not intended to provide instruction which will result in the student's acquisition of occupational skills. Placement assistance by the school is not available for this course.

Course Goals:

This course will introduce students to:

- the purposes, principles, and English language of accounting
- fundamental accounting procedures in English.

Objectives:

- read and explain English accounting descriptions and business language.
- clearly pronounce numbers and numerical functions
- interpret and use visual materials including charts and graphs in English
- speak, read, and write about various accounting situations
- breakdown financial statements and analyze transactions in English

Student Learning Outcomes

General SLOs:

By the end of the course, students will be able to:

- read and better understand written English language descriptions of accounting and the language of business;
- develop oral fluency with numbers and numerical functions;
- interpret charts, graphs, and other visual materials in English;
- speak and to write in English about situations and problems requiring accounting activities or solutions;
- read in English for detail in the context of accounting problems and directions

- interpret orally and in writing how businesses communicate in English regarding financial statements.

SPEAKING
B1 SLOs:

- Can reasonably fluently sustain a straightforward description of one of a variety of subjects within his/her field of interest, presenting it as a linear sequence of points. (CEFR B1)
- Can explain or define or differentiate Accounting software features and capabilities related to the software's general functions, or related to some specific task or problem.
- Can explain why something (related to Accounting) is a problem, discuss what to do next, compare and contrast alternatives.
- Can explain procedures used or tasks accomplished in Accounting.
- Can make opinions and reactions understood as regards possible solutions or the question of what to do next, giving brief reasons and explanations.

WRITING
B1 SLOs:

- Can convey information and ideas on abstract as well as concrete topics, check information and ask about or explain problems with reasonable precision.
- Can write notes asking for or conveying simple information of immediate relevance, getting across the point he/she feels to be important
- Can write short, simple essays on Accounting or other topics of interest.
- Can summarize, report and give his/her opinion about accumulated factual information on familiar routine and non-routine matters within his field with some confidence.

*Instructional Methods.

•This course is designed to be repeated in multiple, continuous, simultaneous course-hour cycles toward proficiency progression of course stated outcomes & student personal proficiency goals as determined in consultation with Student Services Associates.

*Information Regarding the Maximum Number of Times a Class Can Be Repeated: Students who enroll in the ESL-Plus Course of Study move their individual levels or courses at their own rate. As long as a student is in good academic standing (as defined in our student policies), a student may be in a given level for a variable amount of time.

TUITION: $480 Certificate: Accounting (First Course)