305 English for Accounting (Advanced II) 60-hour cycles

Prerequisite(s):

Accounting 304 or equivalent

Textbooks:

Kermit D. Larson et al, Volume II: Fundamental Accounting Principles With Working Papers, McGraw Hill Irwin, 2002 (or comparable text), *pages 864-1099.*

Course Description:

In this "English through Accounting" course students develop English language skills to be successful with basic accounting functions. This fourth course in an accounting sequence expands students' knowledge about the purposes and principles of accounting and the practice of fundamental accounting procedures. Students analyze and apply 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 reinforce students' knowledge of:

- Expert level English relating to purposes and principles of Accounting
- expert accounting procedures in English
- analysis and application of various accounting concepts and procedures in English

Objectives:

- interpret written accounting and general business language in English
- interpret and use visual materials including charts and graphs in English
- speak, read, and write about various accounting situations in English
- read directions and details of accounting problems in English

Student Learning Outcomes:

- to read and better understand written English language descriptions of accounting, the language of business;
- to develop oral fluency with numbers and numerical functions
- to interpret charts, graphs, and other visual materials in English
- to talk and to write in English about situations and problems requiring accounting activities or solutions
- to explain orally and in writing how businesses communicate with financial statements in English.

Speaking SLOs:

C2:

- give clear, smoothly flowing, elaborate descriptions of complex issues related to accounting, financial and complex business tasks;
- talk about resolving such issues tasks in a fast, native pace;
- discuss financial and accounting issues, give and understand advice about it.
- discuss techniques of creating various kinds of letters, reports, memos, tables, and other personal-business and business documents.

Writing SLOs:

C2:

- can write clear, smoothly flowing text in an appropriate style.
- can write complex letters, reports or articles presenting a case with an effective logical structure which helps the recipient to notice and remember significant points.
- can write summaries and reviews of professional works.
- can express themselves with clarity and precision.

*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 an variable amount of time.

TUITION: $240. Certificate: Accounting (Advanced II)