

CENTRAL TEXAS COLLEGE
SYLLABUS FOR ACNT 1304
INTRODUCTION TO ACCOUNTING II
Semester Hours Credit: 3
INSTRUCTOR:
OFFICE HOURS:

I. INTRODUCTION

A. The study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

B. ACNT 1304 is a required course for the Certificate in Accounting.

C. Introduction to Accounting II is a foundation course for a Certificate in Accounting. The second semester is designed to provide the student with an understanding of basic financial accounting principles and procedures. Coverage includes receivables, inventory, property, plant and equipment, equity transactions, financial statement analysis, the statement of cash flows and certain managerial accounting concepts.

D. Prerequisites: ACNT 1303

E. Alphanumeric coding used throughout this syllabus denotes integration of the Secretary's Commission on Achieving Necessary Skills (SCANS) occupational competencies (CA, C1, 2, B, etc.) and foundation skills (B, C1, 2, FA, etc.) for this course. The instructor will ensure the designated SCANS competencies and skills are addressed in the course. A detailed description of each competency/skill is contained in "A SCANS Report for America 2000," Executive Summary, furnished.

II. LEARNING OUTCOMES Upon successful completion of this course, Principles of Financial Accounting, the student will be able to:

- 1) Identify, analyze and prepare entries for uncollectable Accounts Receivable
- 2) Identify, analyze and evaluate accounting for Notes Payable and Receivable
- 3) Identify, apply and analyze the valuation of Inventory .
- 4) Identify, apply and analyze and the valuation of Property, Plant and Equipment
- 5) Identify, analyze and prepare equity transactions for Partnerships,
- 6) Identify, analyze and prepare Equity transactions for Corporations
- 7) Identify, analyze and prepare Retained Earnings transactions for Corporations
- 8) Identify, analyze and prepare the Statement of Cash Plows
- 9) Identify, analyze and evaluate accounting Departmental Profit and Cost Centers
- 10) Identify, analyze and evaluate accounting for Manufacturing Activities,
- 11) Identify, analyze and evaluate Job Order Cost accounting systems.
- 12) Identify, analyze and evaluate Standard Cost Controls
- 13) Identify, analyze and evaluate Cost Revenue Analysis
- 14) The following SCANS competencies and foundations skills will be covered in this course:

1. Foundation Skills:
 - a. Basic Skills
 - (1) Reading (FA1)
 - (2) Writing (FA2)
 - (3) Mathematics (FA3)
 - (4) Listening (FA4)
 - (5) Speaking (FA5)
 - b. Personal Qualities
 - (1) Responsibility (FC1)
 - (2) Self-esteem (FC2)
 - (3) Sociability (FC3)
 - (4) Self-management (FC4)
 - (5) Integrity/honesty (FC5)

2. Competencies
 - a. Resources
 - (1) Time (CA1)
 - (2) Money/budget (CA2)
 - b. Information
 - (1) Acquires/uses (CC1)
 - (2) Organizes/maintains (CC2)
 - (3) Interprets/communicates (CC3)

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

IV. COURSE REQUIREMENTS

A. Reading Assignments: Complete the reading and LearnSmart adaptive learning activities prior to class and be prepared to discuss the text material, answering instructor questions orally with well-organized thoughts and ideas. (CC3, FA1 & 5)

B. Homework Assignments: Instructor will assign homework that includes exercises, problems and critical thinking problems that must be completed as scheduled. (FA2, FA3, FC1, CA1, CC1 through CC3)

C. Class Attendance: (Refer to CTC Catalog, Page 66 for detailed policy). (FC1 & 4) You are expected to attend each class period or be counted absent. You are responsible for all course material missed due to absence. The instructor does not provide class notes for classes missed.

V. EXAMINATIONS (CC1 through CC3; CA1, CA2; FA1 through FA5)

A. There will be two major exams,

B. Quizzes will be administered for each chapter.

VI. SEMESTER GRADE COMPUTATIONS

A. There are a total of 1,000 points available in the course. Points will be awarded as follows:

1.) Successful completion of the text assignments using the online LearnSmart adaptive learning program will count for 10 points for each of the 14 chapters. 140 points

2.) Successful completion of the online homework assignments will count for up to 30 points for each of the 14 chapters. 420 points.

3.) Chapter Quizzes for will count for 20 points for each of the 14 chapters. 280 points.

4.) Two tests, a Midterm and a Final, will count for 80 points each. 160 points.

B. Letter grades will be assigned based on the percentage of total points earned as follows: 90-100% = A
80- 89% = B 70- 79% = C 60- 69% = D BELOW 60% = F VII.

NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

A. Course Withdrawal: It is the student's responsibility to officially withdraw from a class if circumstances prevent attendance. Any student who desires to, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday, the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is:

- 10-week session Friday of the 8th week
- 8-week session Friday of the 6th week
- 5-week session Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course..." Prior approval from the instructor is required before the grade of "IP" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.

D. Cellular Phones and beepers: Cellular phones and beepers will be turned off while the student is in the classroom.

E. American's With Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

E. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

F. Civility: (FC3) Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

G. Honesty and Integrity: (FC5) All students are required and expected to maintain the highest standards of scholastic honesty in the preparation of all course work and during examinations. The following will be considered examples of scholastic dishonesty:

a. Plagiarism: The taking of passages from writing of others without giving proper credit to the sources.

b. Collusion: Using another's work as one's own; or working together with another person in the preparation of work, unless joint preparation is specifically approved in advance by the instructor.

c. Cheating: Giving or receiving information on examinations. Students guilty of scholastic dishonesty will be administratively dropped from the course with a grade of "F" and will be subject to disciplinary action. (FC5)

VIII. COURSE OUTLINE

Unit 1: Accounting Principles and Reporting Standards (Chapter 14)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

Understand the process used to develop generally accepted accounting principles.

- Identify the major accounting standard-setting bodies and their roles in the standards setting process.
- Describe the users and uses of financial reports.
- Identify and explain the qualitative characteristics of accounting information.
- Describe and explain the basic assumptions about accounting reports.
- Explain and apply the basic principles of accounting.
- Describe and apply the modifying constraints on accounting principles.
- Define accounting terms new to this chapter.

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Two: Accounting for Accounts Receivable and Notes Receivable and Payable (Chapters 15 and 16)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

Record the estimated expense from uncollectible accounts receivable using the allowance method.

a) Accounts receivable and Uncollectible Accounts

- Charge off uncollectible accounts using the allowance method.
- Record the collection of accounts previously written off using the allowance method.
- Record losses from uncollectible accounts using the direct charge-off method.
- Record the collection of accounts previously written off using the direct charge-off method.
- Recognize common internal controls for accounts receivable.
- Define the accounting terms new to this chapter.

b) Notes payable and Notes Receivable

- Determine whether an instrument meets all the requirements of negotiability.
- Calculate the interest on a note.
- Determine the maturity date of a note.
- Record routine notes payable transactions.
- Record discounted notes payable transactions.
- Record routine notes receivable transactions.
- Compute the proceeds from a discounted note receivable, and record transactions related to discounting of notes receivable.
- Understand how to use bank drafts and trade acceptances and how to record transactions related to those instruments.
- Define accounting terms new to this chapter.

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Three: Accounting for Inventory and Property, Plant and Equipment (Chapters 17 and 18)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

a) Merchandise Inventory

- Compute inventory cost by applying four commonly used costing methods.
- Compare the effects of different methods of inventory costing.
- Compute Inventory value under the lower of cost or market rule.
- Estimate inventory cost using the gross profit method.
- Estimate inventory cost using the retail method.
- Define the accounting terms new to this chapter.

b) Property, Plant and Equipment

- Determine the amount to record as an asset's cost.
- Compute and record depreciation of property, plant and equipment by commonly used methods.
- Apply the Modified Accelerated Cost Recovery System (MACRS) for federal income tax purposes.
- Record sales of plant and equipment.
- Record asset trade-ins using financial accounting rules and income tax requirements.
- Compute and record depletion of natural resources.
- Recognize asset impairment and understand the general concepts of accounting for impairment.
- Compute and record amortization and impairment of intangible assets.
- Define the accounting terms new to this chapter.

2. Learning Activities:

a. Classroom lecture/discussion (FA5, CC1 through CC3)

b. Reading assignments (FA1, FC1)

c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)

d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Four: Accounting for Equity Transactions – Partnerships and Corporations (Chapters 19 - 21)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

a) Accounting for Partnerships

- Explain the major advantages and disadvantages of a partnership.

- State the important provisions that should be included in every partnership agreement.
 - Account for the formation of a partnership.
 - Compute and record the division of net income or net loss between partners in accordance with the partnership agreement.
 - Prepare a statement of partner equities.
 - Account for the reevaluation of assets and liabilities prior to the dissolution of a partnership.
 - Account for the sale of partnership interest.
 - Account for the investment of a new partner in an existing partnership.
 - Account for the withdrawal of a partner from a partnership.
 - Define the accounting terms new to this chapter.
- b) Corporations: Formation and Capital Stock Transactions
- Explain the characteristics of a corporation.
 - Describe special “hybrid” organizations that have some characteristics of partnership and some characteristics of corporations.
 - Describe the different types of stock.
 - Compute the number of shares of common stock to be issued on the conversion of convertible preferred stock.
 - Compute dividends payable on stock.
 - Record the issuance of capital stock at par value.
 - Prepare a balance sheet for a corporation.
 - Record organization costs.
 - Record stock issued at a premium and stock with no par value.
 - Record transactions for stock subscriptions.
 - Describe the capital stock records for a corporation.
 - Define the accounting terms new to this chapter.
- c) Corporate Earnings and Capital Transactions
- Estimate the federal corporate income tax and prepare related journal entries.
 - Complete a worksheet for a corporation.
 - Record corporate adjusting and closing entries.
 - Prepare an income statement for a corporation.
 - Record the declaration and payment of cash dividends.
 - Record the declaration and issuance of stock dividends.
 - Record stock splits.
 - Record appropriations of retained earnings.
 - Record a corporation’s receipt of donated assets.
 - Record treasury stock transactions.
 - Prepare financial statements for a corporation.
 - Define the accounting terms new to this chapter.

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
 - b. Reading assignments (FA1, FC1)
 - c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
 - d. Review glossary for key terms (FA1)
3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Five: Application of Financial Statement Analysis and the Statement of Cash Flows (Chapters 23 and 24)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

a) Financial Statement Analysis

- Use vertical analysis techniques to analyze a comparative income statement and balance sheet.
- Use horizontal analysis techniques to analyze a comparative income statement and balance sheet.
- Use trend analysis to evaluate financial statements.
- Interpret the results of the statement analyses by comparison with industry averages.
- Compute and interpret financial ratios that measure profitability, operating results, and efficiency.
- Compute and interpret financial ratios that measure financial strength.
- Compute and interpret financial ratios that measure liquidity.
- Recognize shortcomings in financial statement analysis.
- Define the accounting terms new to this chapter.

b) The Statement of Cash Flows

- Distinguish between operating, investing and financing activities.
- Compute cash flow from operating activities.
- Compute cash flow from investing activities.
- Compute cash flow from financing activities.
- Prepare a statement of cash flows.
- Define the accounting terms new to this chapter.

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Six: Departmental Reporting and Responsibility Accounting

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- Explain profit centers and cost centers.
- Prepare the Gross Profit section of a departmental income statement.
- Explain and identify direct and indirect departmental expenses.
- Choose the basis for allocation of indirect expenses and compute the amounts to be allocated to each department.
- Prepare a departmental income statement showing the contribution margin and operating income for each department.
- Use a departmental income statement in making decisions such as whether a department should be closed.
- Define the accounting terms new to this chapter.

2. Learning Activities:

a. Classroom lecture/discussion (FA5, CC1, CC3)

b. Reading assignments (FA1, FC1)

c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)

d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Seven: Introduction to Managerial Accounting (Chapters 27-29)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- a) Accounting for Manufacturing Activities
 - Prepare a statement of cost and goods manufactured.
 - Explain the basic components of manufacturing cost.
 - Prepare an income statement for a manufacturing business.
 - Prepare a balance sheet for a manufacturing business.
 - Prepare a worksheet for a manufacturing business.
 - Record the end-of-period adjusting entries for a manufacturing business.
 - Record closing entries for a manufacturing business.
 - Record reversing entries for a manufacturing business.
 - Define the accounting terms new to this chapter.
- b) Job Order Cost Accounting

- Explain how a job order cost accounting system operates.
 - Journalize the purchase and issuance of direct and indirect materials.
 - Maintain perpetual inventory records.
 - Record labor costs incurred and charge labor into production.
 - Compute overhead rates and apply overhead to jobs.
 - Compute over applied or under applied overhead and report it in the financial Statements.
 - Maintain job order cost sheets.
 - Record the cost of jobs completed and the cost of goods sold under a perpetual inventory system.
 - Define the accounting terms new to this chapter.
- c) Controlling Manufacturing Costs: Standard Cost
- Explain how fixed, variable, and semi variable costs change as the level of manufacturing activities changes.
 - Use the high-low point method to determine the fixed and variable components of a semi variable cost.
 - Prepare a fixed budget for manufacturing costs.
 - Develop a flexible budget for manufacturing costs.
 - Develop standard costs per unit of product.
 - Compute the standard costs of products manufactured during the period and determine cost variances between actual costs and standard costs.
 - Compute the amounts and analyze the nature of variances from standard for raw materials, labor and manufacturing overhead.
 - Define the accounting terms new to this chapter.

2. Learning Activities:

- a. Classroom lecture/discussion (FA5, CC1 through CC3)
- b. Reading assignments (FA1, FC1)
- c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)
- d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.

Unit Eight: Cost Revenue Analysis for decision making (Chapter 30)

1. Learning Outcomes: Upon successful completion of this unit, the student will be able to:

- Explain the basic steps in the decision making process.

- Prepare income statements using the absorption costing and direct costing methods.
- Using the contribution approach analyze the profits of segments of a business.
- Determine relevant cost and revenue data for decision –making purposes.
- Apply an appropriate decision process in three situations:
 - a) Pricing products in special cases.
 - b) Deciding whether to purchase new equipment.
 - c) Deciding whether to make or to buy a part.
- Define the accounting terms new to this chapter.

2. Learning Activities:

a. Classroom lecture/discussion (FA5, CC1, CC3)

b. Reading assignments (FA1, FC1)

c. Homework and other assignments designated by the instructor (FC1, FC2, FC4, CA1, CA2)

d. Review glossary for key terms (FA1)

3. Unit Outline: Follow the sequence of unit learning outcomes.