PELLEISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

PRINCIPLES OF ACCOUNTING II
ACCT 1020 (formerly ACC 2030)

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0.0  Date Revised: Fall 2011

Catalog Course Description:
A continuation of the study of financial and managerial accounting theory and practice including analyzing and recording business transactions, completing the accounting cycle, and analyzing and preparing financial statements. Accounting for liabilities, equity and payroll as well as measuring cash flow, cost accounting systems, special analysis and budgeting are taught in the course.

Entry Level Standards:
A description of the basic knowledge, skills, and attitudinal characteristics considered essential for success in this course. Consider minimum acceptable achievement levels in mathematics, reading, and English. Also consider required level of knowledge in the content area.

Prerequisites:
ACCT 1010 (Principles of Accounting I) or equivalent

Co-requisites:
None

Textbook(s) and Other Course Materials:

Accounting paper, 2 column and 4 column
Calculator (Note: programmable calculators (such as TI-8x series), electronic devices, computers, and cell phones may not be used on tests or quizzes in this course).

I. Week/Unit/Topic Basis:

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<th>Week</th>
<th>Chapter</th>
<th>Topic</th>
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<tr>
<td>1</td>
<td>1</td>
<td>Financial Statements (pp. 12-23)</td>
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<td>2</td>
<td>Financial Statements (pp. 48-53; 64-70)</td>
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<td>2</td>
<td>3</td>
<td>Recording Transactions (pp. 102-129)</td>
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<td>3-4</td>
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<td>Accounting Cycle (pp. 162-188)</td>
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<td>4</td>
<td>5</td>
<td>Merchandising Operations (pp. 226; 235-241)</td>
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<td>5-6</td>
<td>10</td>
<td>Reporting Liabilities (pp. 488-493; 494-495; 497-502; 504; 508-509; 513-515)</td>
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II. Course Goals*:
The course will:

A. Enhance student’s understanding of basic accounting and simple financial statements. I

B. Extend student’s knowledge of the accounting cycle and measurement of business income. I

C. Increase understanding of generally accepted accounting principles and how they apply to business financial reporting. I

D. Increase understanding of accounting for stockholders' equity of a corporation. I

E. Extend student’s knowledge of cash flow and enhance the effective use of the statement of cash flows. I

F. Increase student’s understanding of accounting for manufacturing operations. I

G. Enhance the understand and use of cost accounting systems and techniques. I

H. Increase student’s understanding of budgeting and how it impacts performance evaluation. I

I. Allow students to develop an understanding of how accounting information is used to evaluate performance and make decisions. I

*Roman numerals after course objectives reference goals of the Business Administration program (Career Program Goals and General Education Goals are listed http://www.pstcc.edu/departments/curriculum_and_instruction/syllabi/ )

III. Expected Student Learning Outcomes*:
Students will be able to:

1. Describe the content and purpose of each of the financial statements A, B
2. Explain the meaning of assets, liabilities, and stockholder’s equity, and state the basic accounting equation, A, B, E
3. Explain the basic assumptions and principles underlying financial statements. A, C
4. Define debits and credits and explain how they are used to record business transactions. A, B
5. Identify the basic steps in the recording process. A, B
6. Explain what a journal is and how it helps in the recording process. A, B
7. Explain what a ledger is and how it helps in the recording process. A, B
8. Explain what posting is and how it helps in the recording process. A, B
9. Prepare a trial balance and explain its purposes. A, B
10. Explain what an account is and how it helps in the recording process. A, B
11. Explain the revenue recognition principle and the matching principle. A, B, C
12. Explain why adjusting entries are needed. B, C
13. Identify the major types of adjusting entries. C
15. Prepare adjusting entries for accruals. B, C
16. Describe the nature and purpose of an adjusted trial balance. C
17. Explain the process of closing entries. B, C
18. Describe the content and purpose of a post-closing trial balance. C
19. State the required steps in the accounting cycle. B, C
20. Distinguish between a single step and multi step income statement. A, B
21. Determine cost of goods sold under a periodic inventory system. A, B
22. Explain the accounting for current liabilities. A, C
23. Identify types of bonds. A, B, C
24. Prepare the entries for the issuance of bonds at face value, at a discount, and at a premium. A
25. Record bond interest expense and premium or discount amortization. A
26. Identify the methods for the presentation and analysis of long-term liabilities. A, C
27. Identify and discuss the major characteristics of a corporation. A, D
28. Record the issuance of common stock. A, C, D
29. Explain the concepts of treasury stock and how it is presented on the balance sheet. A, C, D
30. Differentiate between preferred stock and common stock. A, D
31. Prepare the entries for cash dividends. B, C, D
32. Explain the effect on stockholder’s equity of a stock dividend. D
33. Explain the effect on stockholders' equity of a stock split. D
34. Identify items that effect retained earnings. D
35. Indicate the primary purpose of the statement of cash flows, and define cash and cash equivalents. A, E
36. Distinguish among operating, investing, and financing activities. E
37. Prepare a statement of cash flows using the indirect method. E
38. Analyze the statement of cash flows. C, E
39. Explain the distinguishing features of managerial accounting. F
40. Define three classes of manufacturing costs. F
41. Distinguish between product and period costs. F
42. Explain the difference between a merchandising and manufacturing income statement. A, F
43. Indicate how cost of goods manufactured is determined. A, F
44. Explain the characteristics and purposes of cost accounting. G
45. Describe the flow of costs in a job order cost accounting system.
46. Explain the nature and importance of a job cost sheet. G
47. Indicate how the predetermined overhead rate is determined and used. G
48. Prepare entries for jobs completed and sold. G
49. Distinguish between under- and over-applied manufacturing overhead. G
50. Identify organizations that use process cost systems. G
51. Explain the similarities and differences between job order cost and process cost systems. G
52. Explain the flow of cost in a process cost system. G
53. Compute equivalent units. G
54. Explain the four steps necessary to prepare a production cost report. G
55. Prepare a production cost report: (a) compute the physical unit flow, (b) compute equivalent units of production, (c) compute unit production costs, and (d) prepare a cost reconciliation schedule. G

56. Identify the budgets that comprise the master budget. H

57. Explain the principle sections of a cash budget. H

58. Describe the concept of budgetary control. H

59. Evaluate the usefulness of static budget reports. H

60. Explain the development of flexible budgets and the usefulness of flexible budget reports. H

61. Distinguish between a standard and a budget. I

62. Identify the advantages of standard costs. I

63. Describe how standards are set. I

64. State the formulas for determining direct materials and direct labor variances. I

65. State the formulas for determining manufacturing overhead variances. I

66. Identify the steps in management's decision-making process. I

67. Describe the concept of incremental analysis. I

68. Identify the relevant costs in accepting an order at a special price. I

69. Identify the relevant costs in a make-or-buy decision. I

70. State the decision rule for whether to sell or process materials further. I

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures:

   The instructor's policy on exams, quizzes, homework, attendance, and grades will be provided by the instructor in a supplement to the course syllabus.

B. Laboratory Expectations:

   Experiments, reports, etc. Laboratory experiments should be tied directly to specific academic activities to reflect theoretical concepts of the course.

C. Field Work:

   None

D. Other Evaluation Methods:

   This information, if applicable, will be provided by the instructor in a supplement to the course syllabus.
E. Grading Scale:

- 92 - 100  A
- 89 - 91  B+
- 82 - 88  B
- 79 - 81  C+
- 72 - 78  C
- 65 - 71  D
- 0 - 64  F

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of the Learning Division, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of the Learning Division.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at www.pstcc.edu/departments/swd/.

D. Other Policies:
College owned or operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner in accordance with Pellissippi State’s computer usage policy.