Course Syllabus for
ACCOUNTING 102
PRINCIPLES OF ACCOUNTING II

Instructor: __________________                                             Rev 1/15/00

COURSE OBJECTIVE:

This course completes the introduction to financial accounting. Topics covered include accounting for partnerships and corporations, long term liabilities and investments. This course will illustrate the use of accounting information for external reporting and internal decision making purposes. The analysis and use of information produced by financial accounting systems and the preparation of cash flow statements are emphasized. Management accounting concepts are introduced including cost classifications, product costing and cost-volume-profit analysis.

CORE COMPETENCIES

Principles of Accounting II meets the following primary core competencies:

1. Communication Skills
   1.1 Communicate information and ideas clearly and effectively in written form.
   1.2 Communicate information and ideas clearly and effectively in spoken form.
   1.5 Demonstrate effective listening skills.
   1.6 Demonstrate effective reading skills.

2. Critical Thinking
   2.1 Identify a problem and analyze it.
   2.3 Recognize and construct logical form of argumentation.
3. Mathematical Skills

4.1 Be able to analyze, discuss, and use quantitative information.

4.2 Be able to apply algebraic and geometric techniques to analyze and solve mathematical problems.

4.3 Use appropriate problem solving techniques.

Book Required for the Class


Videos

Videos for Accounting Principles are available at the audio/video desk in the library. Each module covers a chapter and averages 40 to 60 minutes. The videos are designed for student self-study and review and cover each major accounting topic.

Solution Manuals

Solution Manuals are available for student use in the Accounting Lab (LAH 214) or at the reference desk in the library. The manuals can be used to help students prepare their homework or review solutions to additional problems. A student must present a valid Brookdale ID to use the manuals.

Laboratories

The Accounting Lab is located in Larrison Hall Room 214 and is normally staffed during business hours. Individual tutoring may be available from the department’s learning assistant on a drop-in first-come, first-served basis or by appointment. The learning assistant’s phone number is 224-2554 or 224-2703.
EVALUATIONS

The student will be required to complete four (4) written evaluations. These evaluations will be given after chapters 15, 19, and 23. They will consist of short problems and multiple-choice questions.

GRADING and TESTING POLICY

The grading is based upon an average of the four written evaluations.

The following represents the accounting testing policies:

1. All students must have a valid Brookdale ID.

2. Each unit test will be assigned a specific testing date by your instructor. Testing must be complete within one week of this date, except for the last test which must be completed by the last date that the class meets in the semester. The test date will be indicated on the front page of each test.

3. Any test taken after this one week testing period will have a grade reduction penalty of one point for each school day that has elapsed after the first week has expired. “Saturdays” count as a school day.

4. Any unit test with a grade of less than 75 may be re-taken once. The maximum grade for a re-test will be 75. Any student who had a grade reduction penalty applied to the first test will have the same reduction of points applied to the re-test's maximum grade of 75.

Students must obtain a progress slip from their teacher or accounting learning assistant in order to take a re-test. If the student re-tests with the same test as the original test, the re-test will not be graded.

5. Any unit re-test must be taken before the next unit test is given. All current unit tests must be taken by the date assigned for the next unit's test or the student will not be permitted to take the next test. Any student not testing timely will be referred and dropped from the course under the college's student monitoring.
GRADING

Brookdale Community College has instituted a new grading system. Accordingly, each examination will be graded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A</td>
<td>Excellent performance</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Good performance</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>Acceptable performance</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>65-69</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>Below 65</td>
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Students intending to enroll in Intermediate Accounting I and II must have achieved a ‘C’ grade or better in Principles of Accounting I and II.

An incomplete grade (INC) may be assigned to students who have been actively participating throughout a term and approach the end of the term without having completed all the course requirements satisfactorily. The granting of a grade INC is at the discretion of the instructor. However, the student must have a passing average on three of the four examinations to be eligible. A student who receives a grade of INC may continue work to a date determined by the department. If the student does not complete the requirements by that date, the grade of INC will be changed to F.
Notification Of Services For Students With Disabilities

If you have a documented disability and would like to request accommodations and/or academic adjustments, contact the Disability Services Office at (732) 224-2730. Brookdale provides support services for all students with disabilities. Any student with a disability can contact the Disability Services Office to make an appointment to request accommodations.

Each student with a disability who has an Alert Form with accommodations listed is encouraged to make an appointment with Elizabeth Twohy, Director of Disability Services, as soon as possible. It is important that you work together early in the semester to be sure that needed help is given before problems arise. She will be available to discuss any arrangements that need to be made for approved accommodations.

For information regarding:

- Brookdale’s Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

please refer to Answers, student handbook.

Academic Integrity

Any incidence of cheating will be fully process in accordance with Brookdale Community College Regulation 6.3000 entitled STUDENT CONDUCT and the Student Conduct Code, Section V, “Academic Integrity Code” as found in the student handbook.
Chapter 13:
ACCOUNTING for PARTNERSHIPS

After reading and studying this chapter, you will be able to:

1. Identify the characteristics of the partnership form of business organization.
2. Explain the accounting entries for the formation of a partnership.
3. Identify the basis for dividing net income or net loss.
4. Describe the form and content of partnership financial statements.
5. Explain the effects of the entries when a new partner is admitted.
6. Describe the effects of the entries when a partner withdraws from the firm.
7. Prepare the entries to record the liquidation of a partnership.

Chapter 14:
CORPORATIONS: ORGANIZATION and CAPITAL STOCK TRANSACTIONS

After reading and studying this chapter, you will be able to:

1. Identify and discuss the major characteristics of a corporation.
2. Differentiate between paid-in capital and retained earnings.
3. Record the issuance of common stock.
4. Explain the accounting for treasury stock.
5. Differentiate preferred stock from common stock.
6. Prepare a stockholders’ equity section.
7. Compute book value per share.
Chapter 15: CORPORATIONS: DIVIDENDS, RETAINED EARNINGS, and INCOME REPORTING

After reading and studying this chapter, you will be able to:

1. Prepare entries for cash dividends and stock dividends.
2. Identify the items that are reported in a retained earnings statement.
3. Prepare and analyze a comprehensive stockholders’ equity section.
4. Describe the form and content of corporation income statements.
5. Indicate the statement presentation of material items not typical of regular operations.
6. Compute earnings per share.
7.* Describe the use and content of the stockholders’ equity statement.

Chapter 16: LONG-TERM LIABILITIES

After reading and studying this chapter, you will be able to:

1. Explain why bonds are issued.
2. Prepare the entries for the issuance of bonds and interest expense.
3. Describe the entries when bonds are redeemed or converted.
4. Indicate the entries required for a bond sinking fund.
5. Describe the accounting for long-term notes payable.
6. Contrast the accounting for operating and capital leases.
7. Identify the methods for the presentation and analysis of long-term liabilities.
Chapter 17: INVESTMENTS

After reading and studying this chapter, you will be able to:

1. Identify the reasons corporations invest in stocks and debt securities.
2. Explain the accounting for debt investments.
3. Explain the accounting for stock investments.
4. Describe the purpose and usefulness of consolidated financial statements.
5. Indicate how debt and stock investments are valued and reported on the financial statements.
6. Distinguish between temporary and long-term investments.

Chapter 18: THE STATEMENT of CASH FLOWS

After reading and studying this chapter, you will be able to:

1. Indicate the primary purpose of the statement of cash flows.
2. Distinguish among operating, investing, and financing activities.
3. Prepare a statement of cash flows using the indirect method.
4. Analyze the statement of cash flows.
Chapter 19:
FINANCIAL STATEMENT ANALYSIS

After reading and studying this chapter, you will be able to:

1. Discuss the need for comparative analysis.
2. Identify the tools of financial statement analysis.
3. Explain and apply horizontal (trend) analysis.
4. Describe and apply vertical analysis.
5. Identify and compute ratios and describe their purpose and use in analyzing a firm's liquidity, profitability, and solvency.
6. Recognize the limitations of financial statement analysis.

Chapter 20:
MANAGERIAL ACCOUNTING

After reading and studying this chapter, you should be able to:

1. Explain the distinguishing features of managerial accounting.
2. Identify the three broad functions of management.
3. Define the three classes of manufacturing costs.
4. Distinguish between product and period costs.
5. Explain the difference between a merchandising and a manufacturing income statement.
6. Indicate how cost of goods manufactured is determined.
7. Explain the difference between a merchandising and a manufacturing balance sheet.
Chapter 21:  
**JOB ORDER COST ACCOUNTING**

After reading and studying this chapter, you should be able to:

1. Explain the characteristics and purposes of cost accounting.
2. Describe the flow of costs in a job order cost accounting system.
3. Explain the nature and importance of a job cost sheet.
4. Indicate how the predetermined overhead rate is determined and used.
5. Prepare entries for jobs completed and sold.
6. Distinguish between under- and over-applied manufacturing overhead.

Chapter 22:  
**PROCESS COST ACCOUNTING**

After reading and studying this chapter, you should be able to:

1. Explain the flow of costs in process cost accounting.
2. State the end-of-period procedures in process cost accounting.
3. Compute the physical units of production.
4. Compute equivalent units of production.
5. Indicate how unit costs are computed.
6. Explain the method and objective of assigning costs to units of output.
7. Prepare a production cost report.
8. Apply end-of-period procedures to a second process.
10. Explain activity-based costing (ABC).
11. Apply activity-based costing to specific company data.
Chapter 23: COST-VOLUME-PROFIT RELATIONSHIP

After reading and studying this chapter, you should be able to:

1. Distinguish between variable and fixed costs.
2. Explain the meaning and importance of the relevant range.
3. Explain the concept of mixed costs.
4. State the five components of cost-volume-profit analysis.
5. Indicate the meaning of contribution margin and the ways it may be expressed.
6. Identify the three ways that the break-even point may be determined.
7. Define margin of safety and give the formulas for computing it.
8. Give the formulas for determining sales required to earn target net income.
10. Explain the difference between absorption costing and variable costing.
# ACCOUNTING 102
Chapters to be covered with required homework problems.

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>HOMEWORK PROBLEMS</th>
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<tbody>
<tr>
<td>13</td>
<td>E 13-2, E 13-3, E 13-7, E 13-8</td>
</tr>
<tr>
<td>16</td>
<td>E 16-3, E 16-4, E 16-7, E 16-9</td>
</tr>
<tr>
<td>17</td>
<td>E 17-1, E 17-2, E 17-5, E 17-6</td>
</tr>
</tbody>
</table>

**Unit 1 Test**

| 14      | E 14-2, E 14-4, E 14-8, E 14-11 |
| 15      | E 15-1, E 15-3, E 15-6, E 15-11 |

**Unit 2 Test**

| 18      | E 18-5, E 18-6                  |
| 19      | E 19-7, E 19-8                  |
| 20      | E 20-1, E 20-2, E 20-5, E 20-10 |

**Unit 3 Test**

| 21      | E 21-4, E 21-7                  |
| 22      | E 22-1, E 22-3                  |
| 23      | E 23-3, E 23-5, E 23-6          |

**Unit 4 Test**