

FORREST COLLEGE  
COURSE SYLLABUS

- Course Title: Principles of Accounting II
- Instructor: Linda Reeves  
[lindareeves@forrestcollege.edu](mailto:lindareeves@forrestcollege.edu)  
Home Phone: 864-502-0041; Cell Phone: 229-391-0012
- Date: January 4 – March 24, 2012  
Monday & Wednesday – 4:00-4:25 PM
- Course Number: ACC 120
- Credit Hours: 45 lecture hours. 4.5 Credit hours awarded upon successful completion of course requirements.
- Text: College Accounting, 12<sup>th</sup> edition, Price, Haddock, Farina. McGraw-Hill, 2009.  
ISBN#: 9780073401669
- Course Description: Covers payroll computations, records, and payment; payroll taxes, deposits, and reports; accruals, deferrals, and the worksheet; financial statements and closing procedures; accounting principles and reporting standards; accounts receivable and uncollectible accounts; notes payable and notes receivable; merchandise inventory; property, plant and equipment; accounting for partnerships; and corporations: formation, capital stock transactions, corporate earnings and capital transactions
- Course Objectives: Upon completion of this course, the student will be familiar with the following objectives:
1. Explain the major federal laws relating to employee earnings and withholding; compute gross earnings and determine employee deductions; enter data in payroll register and journalize payroll transactions.
  2. Explain how and when payroll taxes are paid to the government; compute social security and Medicare taxes; record deposit of these taxes; prepare appropriate forms; compute and record unemployment taxes; compute and record workers' compensation insurance premiums
  3. Determine adjustment for inventory; compute adjustments for accrued and prepaid expense items and income items; complete a 10-column worksheet.
  4. Prepare income statement, statement of owner's equity, balance sheet; journalize and post adjusting, closing entries, and reversing entries; prepare a postclosing trial balance.
  5. Understand the process used to develop generally accepted accounting principles; explain and apply the basic principles of accounting.
  6. Using allowance method, record the estimated expense from uncollectible accounts receivable, charge off uncollectible accounts, record the collection of accounts previously written off; and record losses from uncollectible accounts and collection of accounts previously written off using the direct charge-off method.
  7. Determine whether an instrument meets all the requirements of

- negotiability; calculate interest on a note; determine the maturity date of a note; record routine notes payable transactions, discounted notes payable transaction, routine notes receivable; understand how to use bank drafts and trade acceptances.
8. Compute inventory cost by applying four commonly used costing methods.
  9. Determine an asset's cost, compute and record depreciation; record sales of plant and equipment, record asset trade-ins, compute and record depletion of natural resources
  10. Explain the major advantages and disadvantages of a partnership; provisions in every partnership agreement, formation of a partnership, dissolution of a partnership; account for sale of a partnership interest, investment of a new partner, withdrawal of a partner
  11. Explain the characteristics of a corporation; describe different types of stock; compute dividends; prepare a balance sheet for a corporation; record organization costs, stock issued, transactions for stock subscriptions; describe the capital stock records for a corporation.

Course Outline:	Weeks 1-2	Chapters 10 & 11, Exam #1
	Weeks 3-4	Chapters 12 & 13, Exam #2, Begin Mini Practice Set 2
	Weeks 5-7	Chapters 14-16, Start Research Project, Continue Working on Mini Practice Set 2
	Week 8	Exam #3, Work on Research Project & Mini Practice Set 2;
	Chapter 17	
	Week 9-10	Chapters 18-20
	Week 11	Exam #4; Research Presentations
	Week 12	Research Presentations; Mini Practice Set 2 Due

#### Additional Assignment Information

##### Research Project Presentation:

Resource information may be gotten from the LIRN Database. You can access LIRN at: <http://www.lirn.net/auth> FJC code is 49155

Additional resource material can be found in periodicals, news releases, business publications, internet articles, etc. Each student will present a 10-15 minute discussion of the subject matter to the class.

The presentation may include a Power Point display, handouts, actual company forms, etc.

Projects must be typed and handed in after the presentation. Must be 3-5 pages in length and include list of references used, minimum of 2 from LIRN Database.

Prerequisite: None

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Instruction Method: A variety of instruction techniques will be used in these courses. These practices include (but are not limited to) Lectures, LIRN research assignment, Class discussion, Homework, E-mail communications, Exams, etc.

Grading:

Basis for determination of the final grade:

Attendance	5%
Notebook	5%
Homework	15%
Research Project	15%
Cumulative Exam #1	10%
Cumulative Exam #2	10%
Cumulative Exam #3	10%
Cumulative Exam #4	10%
Mini-Practice Set #2	20%

Grading Scale:	A	=	4.0	90-100
	B	=	3.0	80-89
	C	=	2.0	70-79
	D	=	1.0	60-69
	F	=	0.0	Below 60

- **4 points “A” Student** – This is the exceptional students whose contributions far exceed course requirements on a consistent basis. This student shows a high level of initiative, sound judgment, and excellent decision making. In addition, this student regularly expands activities beyond expected limits and recognizes and capitalizes on additional opportunities to advance himself/herself. This student will normally demonstrate exceptional personal skills in working as a team member and reinforcing collaboration.
- **3 points “B” Student** – This is the student whose contributions consistently exceed job or course requirements. This student will regularly innovate and achieve better than expected quality and quantity of work. This student quickly assimilates new tasks and consistently works to enhance understanding through superior listening and communication skills.
- **2 points “C” Student** – This student meets expectations and consistently performs all duties and assignments in a fully capable manner, meeting all expected criteria for quality and quantity of work. This student shows good judgment, initiative, and contributes significantly to the overall objectives of the group.
- **1 points “D” Student** – This student is in need of improvement. That is, he or she performs some duties or assignments in a capable manner and meets some objectives. However, much improvement is needed in either quality or quantity of work to achieve higher overall performance.
- **0 points “F” Student** – This student’s work is unacceptable. The student maintains marginal performance in meeting some objectives in quality and quantity of work and appears to lack motivation or ability.

- Attendance:** After third unexcused absence, dropping the class will be discussed with the student. Any exception to this policy, because of extenuating circumstances, must have the approval of an academic Program Coordinator. Regular attendance is expected because it is through regular attendance that you will hear and learn from the experience of your instructor as well as from the input (questions, answers, discussions, concerns) of others of the members of your class. You may also “attend” classes (when you are not physically able to be present in class) by communicating with members of your class and finding out from them what class materials you have missed and/or other aspects of what went on in class that you should know about. Let your instructor know that you might be late, or that you’re too ill to come to class. You must be in attendance for your scheduled test dates. You must be in attendance for your scheduled presentation date.
- Make-up work:** It is the individual student’s responsibility to find out from one of his/her classmates and/or group members the materials he/she might have missed as a result of having missed a class session. Call your classmates; e-mail them; keep up with them; be responsible for getting the information that you need in order to demonstrate competence in this course.
- Electronic Devices:** Please comply with one of the items listed for electronic devices before entering the classroom: (1) turn off your electronic device, (2) put them on “vibrate”, and (3) put on “silent”.
- As a professional courtesy do not: (1) take personal calls in class, (2) send text messages, (3) leave class while lectures and class discussions are in progress (exception, Childcare Coordinator informs the student that a child needs their parent).
- Student Conduct:** Forrest College will maintain a safe environment free from disrespectful behavior, harassment, and intimidation. Any violation will be reported to the Program Coordinator. Please note “Common Courtesy” in the *Forrest College Student Handbook* for additional information.
- Resources:** The College has adequate resources to assist students in researching projects through The Library & Information Resources Network (LIRN) Virtual Library Collection. Included in LIRN is the InfoTrac OneFile and Reference collection. The Reference library contains 112 titles. OneFile contains all of the Gale publications. There are over 150,000,000 articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books and reference titles in the collection. Instructors will provide students with appropriate resource links specific to this course within LIRN as well as those provided as instructional support material by the author and publisher of the text.
- Academic Dishonesty:** Acts of academic dishonesty takes many forms; the most common of which are cheating and plagiarism. Forrest College follows the procedures listed in the *College Catalog* and *Policies and Procedures Handbook* relating to academic dishonesty. Students are expected to comply with the College’s Honor Code. Any form of academic dishonesty will result in a course grade of “F”, failure of the course and administrative action.
- Grievances Protocol:** Any grievances concerning this course or instructor should first be directed to the instructor of the course. If, in the opinion of the student, the instructor fails to address the student’s concern in a satisfactory manner, the student should then contract their program coordinator. If, in the opinion of the student, the program coordinator fails to address the student’s concern in a satisfactory manner, the student should then contact the President of the College.

Communication Protocol: All students, staff, and faculty are required to use their FJC e-mail accounts for all electronic communications within the College.

Changes: In accordance with the policy of the College, your instructor has the right to change the syllabus in a manner that he/she feels necessary in order to better accomplish the goal(s) of this course.

Statement on Disabilities and Academic Adjustment: If you have a disability that may interfere with your learning, testing, or assignment completion in this course, you may be eligible to receive an academic adjustment to help provide you with an equal opportunity to participate in and benefit from this course. Please contact Linda Reeves, Career Advisor, who will advise you on appropriate documentation, determine reasonable adjustments, and notify me (your instructor) of any adjustments for which you are eligible. Once you have been approved for an academic adjustment, please discuss with me its appropriate implementation in this course. No one else can be notified of your disability or adjustment without your written consent. This process must be repeated for every semester you are enrolled at Forrest College and wish to receive an adjustment. Academic adjustments are intended to “level the playing field” so that students with disabilities can demonstrate their true abilities in their courses. Changes cannot be made to grades earned before a student has requested an adjustment, so please attend to this early in the semester.

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Revision Date: January 4, 2012

**FORREST COLLEGE**  
**Student Syllabus Acknowledgement**

I, \_\_\_\_\_ have read the entire course  
(Print Name)

syllabus. The course requirements, instructor's policies, grading system, schedule of activities, homework assignments, etc., have been explained to me; and I understand each item along with my obligations and responsibilities as a student in this class.

Phone Number: \_\_\_\_\_

Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate Email Address: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_