



Course Syllabus

ACNT 1304 – Introduction to Accounting II

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

Prerequisites: ACNT 1303 with a grade of “C” or better (or approval of instructor.)

Semester Credit Hours: 3

Lecture Hours per Week: 3

Lab Hours per Week: 3

Extended hours: 0

Contact Hours per Semester: 96

State Approval Code: 52.0302

Class section meeting time:

Alternate Operations During Campus Closure: In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Panola College to move to altered operations. During this time, Panola College may opt to continue delivery of instruction through methods that include but are not limited to: online learning management system (CANVAS), online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Panola College's website (www.panola.edu) for instructions about continuing courses remotely, CANVAS for each class for course-specific communication, and Panola College email for important general information.

Instructional Goals and Purposes: The purpose of this course is to provide a study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

Learning Outcomes: [from the WECM]

1. Define accounting terminology.
2. Analyze and record business transactions for a merchandising operation in a manual and computerized environment.
3. Calculate interest.
4. Apply valuation methods for receivables and payables.
5. Utilize various inventory and depreciation methods.
6. Identify internal control procedures for inventory, receivables, and payables.

Specific Course Objectives (includes SCANS):

After studying all materials and resources presented in the course, the student will be able to:

1. Apply accounting principles for a service enterprise and expand on those principles for a merchandising business.
 - a. Use accounting terms presented in previous instruction and learn and use additional accounting terms. (1a-v, 1b-v)

- b. Analyze financial activities of a merchandising business—including purchases and sales of merchandise, trade discounts, cash discounts, return of merchandise by customer or to supplier, and transportation charges on merchandise deliveries. (1a-i, 1b-ii, 1b-iv, 1c-i, 2c-i, 2c-ii, 2c-iii)
 - c. Classify accounts, including new accounts presented for a merchandising business. (1b-ii)
2. Apply steps involved in the accounting cycle to a merchandising business.
- a. Analyze and record transactions in the appropriate journal—Sales, Purchases, Cash Receipts, Cash Payments, or General—or in a Voucher Register or Check Register if using a voucher system). (1a-i, 1a-ii, 1b-i, 1b-ii, 1b-vi, 1c-i, 2a-ii, 2c-i, 2c-ii, 2d-i, 2d-ii)
 - b. Post from journal(s) to ledger(s), including both individual posting and summary posting to general ledger, accounts receivable ledger, and/or accounts payable ledger. (1a-ii, 1c-i, 2d-i, 2d-ii)
 - c. Prepare a trial balance. (1a-ii, 1a-iii)
 - d. Prepare schedules of accounts receivable and accounts payable. (1a-ii, 1a-iii)
 - e. Determine adjustments needed and record on a work sheet (involving adjustments for merchandise inventory, unearned revenue, depreciation, expired insurance, supplies used, estimated losses from bad debts, and accrued wages or salaries).
 - f. Prepare a work sheet. (1a-ii, 1b-ii, 1b-vi, 2a-ii, 2c-i, 2c-ii, 2c-iii, 2d-i, 2d-ii)
 - g. Prepare financial statements (income statement, statement of owner's equity, and classified balance sheet). (1a-ii, 1a-iii)
 - h. Analyze financial statements by computing working capital, current and quick ratios, return on owner's equity, accounts receivable turnover average, and inventory turnover average. (1a-iii)
 - i. Journalize and post adjusting entries. (1a-i, 1a-ii, 1c-i, 2d-i, 2d-ii)
 - j. Journalize and post-closing entries. (1a-i, 1a-ii, 1c-i, 2d-i, 2d-ii)
 - k. Prepare a post-closing trial balance. (1a-ii, 1a-iii)
 - l. Determine which adjusting entries require reversal and journalize and post needed reversing entries. (1a-ii, 1b-ii, 1c-i, 2d-i, 2d-ii)
3. Analyze and record specific transactions involving valuating and maintaining records for receivables, inventories, and plant and equipment.
- a. Make the adjusting entry to record estimated bad-debt losses by using the allowance method of handling bad debts. (1a-ii, 1b-ii, 1c-i, 2c-i, 2c-ii, 2c-iii, 2d-i, 2d-ii)
 - b. Determine the amount of the adjusting entry to record estimated bad-debt losses by aging Accounts Receivable or by using a percentage of Accounts Receivable. (1a-ii, 1b-ii, 1c-i, 2c-i, 2c-ii, 2c-iii, 2d-i, 2d-ii)
 - c. Calculate the amount of the adjusting entry to record estimated bad-debt losses by using a percentage of Sales or Net Sales. (1a-iii)
 - d. Journalize the entries to write off specific Accounts Receivable accounts as uncollectible using the allowance method of accounting for bad-debt. (1a-ii, 1b-ii, 2d-i, 2d-ii)
 - e. Journalize entries to reinstate specific Accounts Receivable accounts previously written off. (1a-ii, 1b-ii, 2d-i, 2d-ii)
 - f. Journalize the entries to write off specific Accounts Receivable accounts as uncollectible using the direct write-off method of accounting for bad-debt losses. (1a-ii, 1b-ii, 2d-i, 2d-ii)
 - g. Determine unit cost, the value of ending inventory, and the cost of merchandise sold by the following methods: (a) specific identification, (b) weighted-average cost, (c) first-in, first-out (FIFO), (d) last-in, first-out (LIFO). (1a-iii)
 - h. Journalize transactions relating to perpetual inventories. (1a-ii, 1b-ii, 2d-i, 2d-ii)
 - i. Allocate costs to Land, Land Improvements, and Buildings accounts. (1b-i, 1b-ii)
 - j. Calculate depreciation by the straight-line method, units-of-production method, double declining balance method, and sum-of-the-years'-digits methods. (1a-iii, 1b-ii, 1b-iii)
4. Use the computer in accounting for accounts receivable, accounts payable, and general ledger for a merchandising business.
- a. Process Accounts Receivable transactions by entering the transactions into the computer system. (1b-ii, 2c-i, 2c-ii, 2c-iii, 2c-iv)
 - b. Edit and correct Accounts Receivable entries. (1b-ii, 2c-i, 2c-ii, 2c-iii, 2c-iv)
 - c. Generate reports related to Accounts Receivable. (2c-iv, 2d-i, 2e-i, 2e-ii, 2e-iii)

- d. Process Accounts Payable transactions by entering the transactions into the computer system. (1b-ii, 2c-i, 2c-ii, 2c-iii, 2c-iv)
- e. Edit and correct Accounts Payable entries. (1b-ii, 2c-i, 2c-ii, 2c-iii, 2c-iv)
- f. Generate reports related to Accounts Payable. (2c-iv, 2d-i, 2e-i, 2e-ii, 2e-iii)
- g. Complete general ledger problems for a merchandising business. (1b-ii, 2a-i, 2a-iii, 2c-i, 2c-ii, 2c-iii, 2c-iv, 2e-i, 2e-ii)
- h. Generate journal and ledger reports. (2c-iv, 2d-i, 2e-i, 2e-ii, 2e-iii)
- i. Generate schedules of accounts payable and accounts receivable. (2c-iv, 2d-i, 2e-i, 2e-ii, 2e-iii)
- j. Verify the accuracy of computer-generated reports. (1b-i, 1b-vi)

Course Content:

A general description of lecture/discussion topics included in this course are listed in the Learning Outcomes / Specific Course Objectives sections of this syllabus.

Students in all sections of this course will be required to do the following:

1. Students will submit assignments throughout the semester based on the course content presented in that assignment.
2. Students will complete hands-on, application exams using accounting forms and/or computerized accounting software.
3. Students will complete four online exams, including the final exam, testing their knowledge of accounting principles and practices

Methods of Instruction/Course Format/Delivery:

This course will be offered online and face-to-face in the fall semesters. Students in both the face-to-face class and in the online class will have access to this course via the Panola College course delivery system, Canvas. Course content in the online version of ACNT 1304 is the same as content used in the face-to-face version of the class.

Students in the face-to-face class will meet regularly for lecture over the material. Although lecture and reading assignments are the primary delivery methods, other instructional techniques may include classroom discussion, audio-visual presentations, speakers, critical thinking exercises, and group activities. Students are also able to complete the course online. Students in the internet class will only be required to meet with the instructor for activities detailed in Canvas.

Major Assignments / Assessments:

The following items will be assigned and assessed during the semester and used to calculate the student's final grade.

Participation/Discussion:

Attendance in the face-to-face class is required and expected. Students are expected to notify the instructor of any absences ahead of class. Discussions will be assigned to encourage consistent engagement and understanding of course material. Discussion responses need to be thoughtful, professional, and thorough to receive full points. Discussions will be open during each testing window and will not be re-opened after the due date for any reason.

Assignments:

Assignments will consist of chapter assessment questions to be completed in the online course delivery system, Canvas. Assignments may include mathematical calculations, critical thinking responses, and financial data preparation. It is the student's responsibility to be aware of all course assignment due dates. Assignments not completed by the due date posted in Canvas will not be re-opened. *PLEASE NOTE: ALL assignments are due at 11:59 PM CST.*

Assessment(s):

There will be four tests during the semester administered through Canvas. Tests will cover important concepts from the chapters covered in the module. Tests are delivered using Honorlock, an online proctoring solution offered by Panola College that records the exam session. Any exam incidents will be reported to Panola College faculty. Honorlock is an extension on Google Chrome. Students are expected to complete the tests in the time frame assigned. Tests not completed by the assigned due date and time will not be re-opened. Specific testing/final dates/windows will be posted in Canvas. The general testing guidelines are:

Test 1- Chapters 9 - 11

Test 2- Chapters 12 - 14

Test 3- QuickBooks 1 - 4

Test 4- Final (Comprehensive)

Course Grade:

The grading scale for this course is as follows:

	90 and above	A
	80 – 89	B
• Participation/Discussions- 10%	70 – 79	C
• Homework Assignments – 25%	60 – 69	D
• Assessments– 65%	Under 60	F

Texts, Materials, and Supplies:

- This course does not have a textbook; all resources will be provided by the instructor in Canvas.

Required Readings:

- Students should read any assigned reading and notes posted on Canvas. This may include chapters, articles, notes pages, and/or examples.

Recommended Readings:

- None

Other:

- Courses conducted via video conferencing may be recorded and shared for instructional purposes by the instructor.
- For current texts and materials, use the following link to access bookstore listings: <http://www.panolacollegestore.com>
- For testing services, use the following link: <http://www.panola.edu/elearning/testing.html>
- If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to <http://www.panola.edu/studentssuccess/disability-support-services/> for more information.
- Withdrawing from a course is the student’s responsibility. Students who do not attend class and who do not withdraw will receive the grade earned for the course.
- Student Handbook, *The Pathfinder*: <http://www.panola.edu/studentssuccess/documents/pathfinder.pdf>

Academic Integrity:

- Scholastic dishonesty shall include, but not be limited to cheating on a test and plagiarism.
 - Cheating on a test shall include:
 - Copying from another student’s test
 - Using test materials not authorized by the person administering the test

- Collaborating with or seeking aid from another student during a test without permission from the test administrator
 - Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
 - The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
 - Bribing another person to obtain an un-administered test or information about an unadministered test.
- Plagiarism shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- Any student caught cheating or plagiarizing work will receive an immediate "0" for the assignment/quiz/test. Depending on the circumstances of the event, a student may receive penalties beyond the "0" grade that may include dismissal from the course or dismissal from the College in those cases warranting the maximum punishment.

SCANS CRITERIA

1) **Foundation skills are defined in three areas: basic skills, thinking skills, and personal qualities.**

- a) **Basic Skills:** A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:
 - i) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
 - ii) Writing: communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
 - iii) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
 - iv) Listening: receive, attend to, interpret, and respond to verbal messages and other cues.
 - v) Speaking: Organize ideas and communicate orally.
- b) **Thinking Skills:** A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:
 - i) Creative Thinking: generate new ideas.
 - ii) Decision Making: specify goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
 - iii) Problem Solving: recognize problems and devise and implement plan of action.
 - iv) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information.
 - v) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills.
 - vi) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
- c) **Personal Qualities:** A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
 - i) Responsibility: exert a high level of effort and persevere toward goal attainment.
 - ii) Self-Esteem: believe in one's own self-worth and maintain a positive view of oneself.
 - iii) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
 - iv) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control.
 - v) Integrity and Honesty: choose ethical courses of action.

2) **Workplace competencies are defined in five areas: resources, interpersonal skills, information, systems, and technology.**

- a) **Resources:** A worker must identify, organize, plan, and allocate resources effectively.
- i) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
 - ii) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
 - iii) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently.
- Examples: construct a decision time line chart; use computer software to plan a project; prepare a budget; conduct a cost/benefits analysis; design an RFP process; write a job description; develop a staffing plan.
- b) **Interpersonal Skills:** A worker must work with others effectively.
- i) Participate as a Member of a Team: contribute to group effort.
 - ii) Teach Others New Skills.
 - iii) Serve Clients/Customers: work to satisfy customer's expectations.
 - iv) Exercise Leadership: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
 - v) Negotiate: work toward agreements involving exchange of resources, resolve divergent interests.
 - vi) Work with Diversity: work well with men and women from diverse backgrounds.
- Examples: collaborate with a group member to solve a problem; work through a group conflict situation, train a colleague; deal with a dissatisfied customer in person; select and use appropriate leadership styles; use effective delegation techniques; conduct an individual or team negotiation; demonstrate an understanding of how people from different cultural backgrounds might behave in various situations.
- c) **Information:** A worker must be able to acquire and use information.
- i) Acquire and Evaluate Information.
 - ii) Organize and Maintain Information.
 - iii) Interpret and Communicate Information.
 - iv) Use Computers to Process Information.
- Examples: research and collect data from various sources; develop a form to collect data; develop an inventory record-keeping system; produce a report using graphics; make an oral presentation using various media; use on-line computer data bases to research a report; use a computer spreadsheet to develop a budget.
- d) **Systems:** A worker must understand complex interrelationships.
- i) Understand Systems: know how social, organizational, and technological systems work and operate effectively with them.
 - ii) Monitor and Correct Performance: distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
 - iii) Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance.
- Examples: draw and interpret an organizational chart; develop a monitoring process; choose a situation needing improvement, break it down, examine it, propose an improvement, and implement it.
- e) **Technology:** A worker must be able to work with a variety of technologies.
- i) Select Technology: choose procedures, tools or equipment including computers and related technologies.
 - ii) Apply Technologies to Task: understand overall intent and proper procedures for setup and operation of equipment.
 - iii) Maintain and Troubleshoot Equipment: Prevent, identify, or solve problems with equipment, including computers and other technologies.
- Examples: read equipment descriptions and technical specifications to select equipment to meet needs; set up and assemble appropriate equipment from instructions; read and follow directions for troubleshooting and repairing equipment.