

EXTENDED LEARNING INSTITUTE
NORTHERN VIRGINIA COMMUNITY COLLEGE

COURSE GUIDE

ACC 212
PRINCIPLES OF ACCOUNTING II

ELI HOTLINE: (703) 323-3347
V/TDD: (703) 323-3717

Revised 8/06

ACC 212

(web)

You must have access to an
IBM compatible PC in order to
complete this course

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	UNIT 1	
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Partnership and Corporate Organization & Formation

This unit will focus on the following objectives:

- Understand the methodologies used in accounting for the organization of partnerships and corporations.

HOW TO STUDY

On the pages that follow, you will find the recommended sequence for studying ACC 212. You should read the assigned chapter in the Text, then reread those areas you feel need reviewing. You may want to read and do the exercises in the corresponding Study Guide chapter to make sure you have mastered the chapter content. Finally, do the assigned problem(s) at the end of the chapter in your text. (Even though only those problems indicated must be turned in for grading, try to do a couple of them for extra practice and learning.) Each problem must be labeled with the problem number and your name. You may prepare your solutions using either the optional working papers or using Microsoft Word or Microsoft Excel. Each of the forms in the working papers book is numbered to match the problem in the text.

The subject matter in this course is easy to acquire with a thorough reading of the text. Read with paper, pencil, and calculator handy and work through the examples provided in the text. Unless otherwise noted, all page numbers refer to pages in this *COURSE GUIDE*.

There are several types of Accounting videos available for viewing in your campus LRC or learning lab or online. More information about the videos is provided in the Appendix. The list of programs you are recommended to watch in this course are listed in the Appendix.

WEEK 1

Read: Text: Chapters 12 & 13

View: Homework Help Videos 212-I, 212-II, and 212-III

Note: TV programs for this course will air before you are required to watch them. Check your cablecast schedule for program days and times. It is recommended that you video tape the programs as they air so you can watch them when convenient. These videos may also be found in all NVCC LRC'S.

WEEK 2

Submit: Exercises (Ex) 12-4, Ex 13-3 & 13-7; Problem (pr) 13-2A

Purpose: To educate the students on the issues involved in the formation and operation of the partnerships and corporations. Issues include dividing profits in a partnership, stock issuance, cash and stock dividends, stock splits, and the stockholder's equity section of the Balance Sheet.

Directions: Read and study Chapters 12 & 13 in the text. Complete the assigned problems found at the end of each chapter. Email the completed assignment to me.

ALL assigned problems for each unit should be submitted as assigned, in a single excel file with each problem on a separate worksheet with the file. **If you submit some but not all of each unit's problems, they will be returned to you without a grade.**

Grading:

Weight: This assignment represents 5% of your total grade in the course.

Grade Criteria: This unit's assignments have been designed to be relatively short in comparison with the units, which follow, in order to give you quicker feedback and encouragement to go on to a successful completion. For each error, approximately .1 (or one tenth of a point) will be taken from the 5% weight. (Example: One error would mean a grade of 4.9/5.0.)

All textbook assignments should be E-mailed to me – jgale@nvcc.edu.

Please attach your homework submission as a single attachment for each unit. It is very hard to grade if you have a separate attachment for each problem or exercise assigned. For example, Unit One should be one attachment for all assignments in chapters 12-13.

Excel really seems to work best for homework. If you do use Excel, put each separate item (such as exercise 1, 2, etc.) on separate "sheets" within the single file. Label the tabs with the name of the assignment.

If you use Word, you must make sure your journal entries, etc. line up correctly. You will be graded on proper journal entry form.

If you absolutely must submit your work via U.S.mail, **include a self-addressed envelope for the return of each assignment.** Attach a full-page cover sheet of your work with the following information:

Your Name
Student ID Number (NovaConnect Empl ID)
Attention: ACC 212
Assignment Name and/or Number

Mail your work to:

Extended Learning Institute
Attention: ACC 212
Northern Virginia Community College
8333 Little River Turnpike
Annandale, VA 22003-3796

WEEK 3

Take: Exam 1

WHAT TO EXPECT: **The exams will concentrate on journal entries and problem solving**, but exams may include some combination of multiple-choice, short answer, essay, and/or problems. The matching questions will usually address account definitions. The problems could be calculations, journal entries, etc. and are patterned after your homework assignments. The essays are short and require an answer of approximately 35-75 words. Good General Journal entry form is expected and will be graded down if not used.

Allow yourself 1 1/2 hours for each exam. You are allowed to use pencil and calculator.

A thorough review of the terms, concepts, and principles expressed in your text and

Study Guide will be beneficial in responding to the questions. Emphasis is made on how accounts are affected in different transactions. The problems assigned for Unit 1 should also be reviewed.

YOU CANNOT USE YOUR TEXT, STUDY GUIDE, OR NOTES WHEN YOU TAKE THIS EXAM. A HAND HELD CALCULATOR AND SCRATCH PAPER ARE PERMITTED. DON'T FORGET TO TAKE YOUR EXAM PASS FROM YOUR COURSE SYLLABUS!

Allow 1 1/2 hours to complete the exam.

Grading:

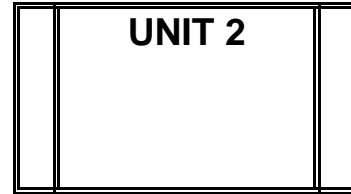
Weight: This exam is worth 5% of your final grade.

The ELI Policy and Procedures for examinations are listed in your course Syllabus. The following is a summary:

- Prepare for exam.
- Call Testing Center for its hours.
- Take photo ID and Exam Pass to Testing Center.
- Take exam.

If you are outside metropolitan Washington, incarcerated, or handicapped, see the information in the ELI Policies and Procedures section and the Proctor Request form in your Syllabus.

Please do not let the exams stop you from completing the course. If you have great difficulty getting to a learning lab or are very concerned about taking an exam, please call your instructor instead of giving up!



Miscellaneous Topics in Financial Accounting

This unit will focus on the following objectives:

- Understand the basic accounting for issuance of corporate bonds.
- Understand the importance of the Cash Flow Statement and have the ability to convert accounts from the accrual basis to the cash basis
- Prepare basic financial statement analysis.

WEEKS 4 and 5

Read: Text: Chapters 14, 16, and 17 (skip Chapter 15)

View: Homework Help Videos

WEEK 6

Submit: **Quick Study (QS) 14-1, 2 & 3; Ex 16-1 & 16-5;
Ex 17-1 & Pr 17-4A**

Purpose: To expose the student to a variety of topics in financial accounting. The areas looked at include long-term bonds, the Statement of Cash Flows, and Financial Statement Ratio Analysis.

Directions: Complete the above problems found at the end of each chapter. When you complete the problems, submit them following the E-mailing instructions provided in Unit 1.

Grading:

Weight: This assignment represents 15% of your final grade.

Grade Criteria: Each error represents approximately or two-tenths of a point of this assignment's weight. Example: Two errors would result in a grade of 14.6/15.

WEEK 7

Take: Exam 2

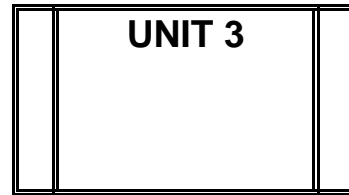
WHAT TO EXPECT: You are reminded to review the text and Study Guide in Chapters 14, 16, and 17 (skip Chapter 15). (There will be some formulas provided for your use involving financial ratios.) Go over the problems assigned for Unit 2.

YOU CANNOT USE YOUR TEXT, STUDY GUIDE, OR NOTES WHEN YOU TAKE THIS EXAM. A HAND HELD CALCULATOR AND SCRATCH PAPER ARE PERMITTED. DON'T FORGET YOUR EXAM PASS!

Allow 1 1/2 hours to complete this exam.

Grading:

Weight: This exam is worth 10% of your Final Grade.



Management Accounting: An Introduction

This unit will focus on the following objectives:

- Allocating costs among user departments.
- Introduce the concept of the Statement of Cost of Goods Manufactured
- Introduce Job and Process cost accounting systems

WEEK 8

Read: Text: Chapters 18, 19, 20 (Only pages 797-806 of Chapter 20), & 21

View: Homework Help Videos

WEEK 9

Submit: Exercise 18-10 & 18-13;
Quick Study (QS) 19-1, Ex 19-3 & PR 19-3A; QS 20-6; Ex 21-3,
21-5 & 21-9

Purpose: To introduce the student to the area of manufacturing and managerial accounting. To contrast manufacturers from retailers, and to show how indirect and departmental costs are allocated among user departments.

Directions: Read and study Chapters 18, 19, 20 (Only pages 797-806 of Chapter 20), & 21

Complete the above problems found at the end of each chapter. When you complete the assignment, submit them following the E-mailing instructions provided in Unit 1.

Grading:

Weight: This assignment represents 15% of your final grade.

Grade Criteria: Each error represents .2 of your grade for this assignment. Example: Four errors would result in a grade of 14.2/15.

Week 10

Take: Exam 3

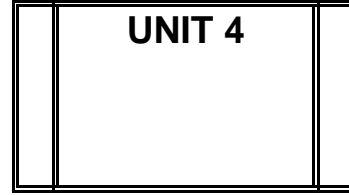
WHAT TO EXPECT: Exam 3 covers information learned in Chapters 18-21. Again, a thorough review of the problems assigned for Unit 3 is recommended.

YOU CANNOT USE YOUR TEXT, STUDY GUIDE, OR NOTES WHEN YOU TAKE THIS EXAM. A HAND HELD CALCULATOR AND SCRATCH PAPER ARE PERMITTED. DON'T FORGET YOUR EXAM PASS!

Allow 1 1/2 hours to complete this exam.

Grading:

Weight: This exam is worth 10% of your final grade.



Introduction to the Computer in Accounting

This unit will focus on the following objective:

- Use the computer in an accounting specific application.

WEEK 11

Make sure you hand in ONLY the items I ask for and no others (unless specifically requested by me).

THE COMPUTERIZED PRACTICE SET

INTRODUCTION

This computer practice set is very user friendly. Please read all directions before attempting the journal entries. Use the "check it out" feature to locate errors. However, since not all accounts are included in this feature you may have an error in one of the accounts not listed. Remember that to correct an error you must reverse the incorrect error, then enter the correct entry. You can never erase an entry once it has been entered. This program maintains a record of all entries entered thus producing an audit trail. Ignore all references to the lotus option - we will not be using that feature.

It is strongly recommended that you do not attempt working with the computerized practice set – Gold Run Snowmobile - until after you have completed the requirements for Chapter 16 in your text. At that point you have learned the basics of accounting for stockholder's equity in an accounting system. The principal reason for the Computerized Practice Set is to give you some exposure to using a microcomputer in your accounting studies.

The computerized practice set is designed to give you exposure to computerized accounting packages. Please read the directions and all instructions in your booklet that comes with the practice set. When you are finished with the practice set, please send in with your writing assignment (explained later in this section), the final Income Statement, and Balance Sheet.

It is not mandatory that this unit's assignment be completed before moving on to the next unit. However, be cautious of procrastination. Don't put this assignment off until the last minute!

This is a tutorial type practice set in the sense that if you make an error, you will be told by the instructions on your screen and you will not be permitted to proceed until you correct the error. Referring to "Help Screens" in the software provides help. Because of these "built-in" correction features, you can easily complete this practice set successfully and with a 10/10 grade.

WEEK 12

The computer case component of the course involves two parts. Both parts must be completed to pass the course.

Make sure you hand in **ONLY** the items I ask for and no others (unless specifically requested by me).

1. For the first part (worth 5% of your total grade, 50% of the case grade), please **turn in your:**
 - **Income statement, and**
 - **Balance sheet,**

2. The second part of the assignment (worth 5% of your total grade, 50% of the case grade) addresses writing across the curriculum. **In a letter addressed to the company owners, comment as the company's chief accountant on the accounting package.** Do not comment on the narrative (the story).

3. Comment on the mechanics, advantages, disadvantages, your likes/dislikes, of the package. Your comments should be directed at advising the owner whether or not to buy this package for the accounting department to use instead of their current (manual) system.

Your first paragraph should be introductory in nature - state the purpose of the letter. Although this letter is a type of memo, use complete sentences and avoid jargon.

The second section should address the mechanical (case of use, correcting procedures, report generating ability, user-friendliness, etc.). In the third section address your likes and dislikes about the program. Lastly, give the owner your recommendations and back it up with what you said in the earlier sections. Don't just repeat what you said; use it as the foundation of your recommendation.

Again, this assignment is not to write a memo. This is an internal business letter. Use complete sentences, correct grammar, punctuation, and spelling. This assignment should be at least 1 1/4 (250-300 words) pages double-spaced word-processed.

An example of this type of letter follows. **DO NOT** simply reproduce this letter.

Dear Ms. Baxter:

For the past month the accounting department has been using a software package for our general accounting commercial functions. As you know, we are interested in replacing our manual accounting system with an IBM compatible computer-based accounting software package. Since the department is unfamiliar with computerized systems, our evaluation criteria were very broad. We are interested in a system that will be easy to use, relatively fast, and inexpensive.

Our latest software candidate was very user friendly. However, I didn't care for the entry correcting procedure. It would have been easier to identify the incorrect entry as part of the correcting process--for cross-referring purposes. The report generating capabilities was adequate, though a spreadsheet style worksheet prior to report printing is desirable and absent from this package. The color graphics and on-screen prompts are well thought-out and appear to be designed with the data processors in the accounting department in mind.

The package evaluated was adequate for the activity in our company. For a much larger company, the journalizing procedure seems too slow. If our company expands more than 40%, we will have to replace the system to allow more than one entry to be entered at a time. This system cannot handle more than one computer to be used for entering entries at a time. I would want to buy a system that we could use for a minimum of five years before updating or replacing. At our current growth rate, this system would prove inadequate in three years. For this reason, I would not recommend its adoption. We may wish to continue our search in the higher-end of the market--a system we could grow into. If the system is to be used for at least five years, the cost would be spread over that time making the per year cost actually less than a cheaper system used only three years.

Thank you for supporting the department efforts to modernize and upgrade our services to the company. I look forward to choosing a system by the middle of the next quarter.

Thanks.

- Submit:** Practice Set print-outs:
- Memo to owners
 - Income Statement
 - Balance Sheet as of the end of the project

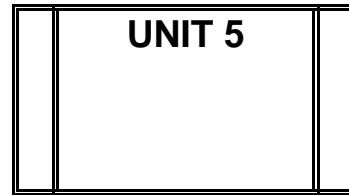
Only **originals** of the printouts will be accepted and **your last name must appear** on each of the above submissions. Submit this assignment with via email, if you have the ability to scan the reports, or send them via US mail using a cover sheet and a including self-addressed LARGE envelope just like the other assignments.

COMPUTER LABS

The “Gold Run Snowmobile.” software will run on IBM or compatible personal computers with a CD-ROM drive. If you have access to a suitable computer at home or work, you may use that one. If you do not, you may use one in computer labs on any of the five NVCC campuses. If you intend to use one of the campus labs, call first to check their current hours. If you do not have a valid parking sticker, you should obtain a temporary parking permit from campus security, or park in a metered space. Be sure to take your disk, workbook, textbooks, and Course Guide with you to the lab. Take a photo ID in case one is required.

Here are the locations and telephone numbers of the labs you may use:

- Alexandria: Computer Lab (703) 845-6386
Bisdorf (AA) Building, Rooms 427
3001 N. Beauregard St.
- Annandale: Computer Lab (703) 323-3298
TV Technical (CT) Building, Room 223
8333 Little River Turnpike
- Loudoun: Computer Lab (703) 450-2521
Classroom (LC) Building, Room 228
1000 Harry Flood Byrd Highway (Rt. 7)
Sterling
- Manassas: Computer Lab (703) 257-6645
Classroom (MH) Building, Room 112
6901 Sudley Road
- Woodbridge: Computer Lab (703) 878-5713
Classroom (WC) Building, Room 336
15200 Neabsco Mills Road



Management Accounting II: Additional Topics

This unit will focus on the following objectives:

- Understand the principles of cost-volume-profit-analysis.
- Understand the basics of master and flexible budgets.
- Compute basic cost variances.
- Apply and understand accounting theory and techniques in order to pursue further study in accounting or to improve one's ability to manage personal finances.

WEEKS 13 and 14

Read: Text: Chapters 22-25

WEEK 15

Submit: **Ex 22-5, Pr 22-2A; QS 23-6,
Ex 23-8; Pr 24-1A; Pr 25-1A**

Purpose: To show how a company's financial records can be used to evaluate there internal performance; to see what areas are doing well or poorly; to compute a firm's break-even point; or to decide whether or not to buy certain items.

Directions: Read and study Chapters 22-25 of your text.

Complete the above problems found at the end of each chapter. When you complete the problems, submit them following the E-mailing instructions provided in Unit 1.

Grading:

Weight: 15% of your final grade.

Grade Criteria: As indicated earlier, accuracy, thoroughness and neatness continue to be the basis for grading. If you meet these criteria and have made no mistakes, your grade would be 15/15.

WEEK 16

Take: Final Exam

WHAT TO EXPECT: The concentration of this exam is on Chapters 22-25. Review the content of your text for these chapters as well as the problems assigned for Units 5.

YOU CANNOT USE YOUR TEXT, STUDY GUIDE OR NOTES WHEN YOU TAKE THIS EXAM. A HAND HELD CALCULATOR AND SCRATCH PAPER ARE PERMITTED. DON'T FORGET YOUR EXAM PASS!

Allow 1 1/2 hours to complete this exam.

Grading:

Weight: This exam is worth 15% of your final grade.

Complete Course Evaluation:

The course evaluation is a short online survey of your experiences in this course. Please take a few minutes to complete it as your answers help the instructor improve the course. Your answers are anonymous and grouped with others before the instructor sees them. You will have the opportunity to use a testing lab computer to complete the evaluation after the exam, but you may also use any computer to complete the evaluation before or after the exam. The Internet address for the evaluation is eli.nvcc.edu/courseeval.htm

Congratulations! Your official final grade will be available in a few weeks.

APPENDIX

Recommended Viewing:

"Homework Help"

The ACC 212 "Homework Help" tapes are available for viewing in your campus LRC or learning lab. These tapes are 30 minutes long and each chapter of an accounting book is covered by a corresponding homework problem. Each tape covers one chapter. If you have cable TV, you may be able to watch these tapes on your local cable TV stations. Check the ELI Schedule of Classes for cablecast days and times. They are also available for viewing via streaming video if you have high speed internet access.

It is strongly suggested you record these shows and so you will have them available to use at your convenience.

Supplementary Viewing:

"Lecture Enhancement Videos"

These videos are available at your campus LRC or learning lab. These videos supplement the text materials.

Video 1 - Programs 1-6

Video 2 - Programs 7-13

Video 3 - Programs 14-16

Lecture Review (Replacement) videos are also available in your campus LRC or learning lab.