



COURSE OUTLINE

COURSE NO: ACC 102

COURSE NAME: ACCOUNTING III

CREDIT HOURS: 3

LECTURE HOURS: 3 LAB HOURS: 4

DATE: SUMMER 2006

PREPARED BY: TED LYNCH

PREREQUISITES: ACC 101

APPROVED BY:

COURSE DESCRIPTION:

This course is the third in a sequence of accounting courses designed to familiarize the student with both basic bookkeeping and general accounting procedures. Some of the topics to be covered include: corporate accounting, cash flow statements, financial statement analysis and manufacturing accounting

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. To make students aware of the differences in the accounting for corporations; involving both the purchase and sale of various forms of stock.
2. To acquaint students with the statement of cash flows
3. To develop skills in the analysis of financial statements
4. To expose students to manufacturing accounting methods such as job order and process cost accounting

SUCCESS SKILLS:

Upon the successful completion of this course, the student will have demonstrated a level of competency (developing or established) for the following skills

A. Communicate Effectively

- A1. Reads, comprehends, analyzes and evaluates various types of writing
- A2. Logically organizes, develops and communicates an idea or position
- A3. Adapts communications to audience, situation and purpose
- A4. Uses, prewriting, drafting, revising and editing techniques
- A5. Uses appropriate grammar, punctuation, spelling and syntax
- A6. Writes effective business/technical communications, including memos, letters and reports
- A7. Develops and conveys instructions and procedures clearly
- A8. Demonstrates public speaking skills
- A9. Applies effective listening techniques
- A10. Uses and perceives non-verbal cues

B. Demonstrates Math Skills

- B1. Solves addition, subtraction, multiplication and division problems
- B2. Estimates answers to math problems before solving.
- B3. Applies basic math formulas and principles.
- B4. Solves ratio, percentage, proportional, decimal, fraction and conversion problems.
- B5. Solves basic geometric and algebraic problems.
- B6. Interprets and constructs graphs, charts, and tables.
- B7. Expresses everyday relationships in mathematical terms.

D. Maintains Professional Skills and Attitudes

- D1. Practices job search techniques, including constructing resumes and participating in interviews
- D2. Demonstrates initiative
- D3. Meets performance expectations
- D4. Follows organizational policies and procedures
- D5. Recognizes organization structure and uses chain of command
- D6. Exhibits knowledge of basic principles of supervision and leadership'
- D7. Sets priorities and manages time efficiently in accordance with priorities
- D8. Uses and applies pertinent technology , including computers
- D9. Adheres to health and safety standards and procedures , and plans how to react in emergencies
- D10. Demonstrates promptness and regular attendance
- D11. Maintains image consistent with technology standards

COURSE MATERIALS:

TEXTBOOK: Heintz, Parry & Carlson, *College Accounting*, Chapters 21-29, South-Western Publishing, current edition.
WORKBOOK: Heintz, Parry & Carlson, *Working Papers*, South-Western Publishing, Current edition.

TOPICAL OUTLINE:

- A. Accounting for a Partnership
 - 1. Distribution of Profits and Losses
- B. Corporate Accounting
 - 1. Stockholder's Equity
 - 2. Types of Capital Stock
 - a. Capital Stock Transactions
 - 3. Retained Earnings
 - 4. Accounting for Dividends
 - 5. Bonds
 - a. Bond Redemption
 - b. Sinking Funds

- C. Statement of Cash Flows
 - 1. Nature and Purpose of Statement of Cash Flows
 - 2. Interpreting the Statement of Cash Flows
- D. Financial Statement Analysis
- E. Departmental Accounting

STUDENTS WITH LEARNING DISABILITIES:

If you have been diagnosed with a disability that hinders your academic success, please immediately contact the Access Center/Office of Disabilities Services in JL 249 for special accommodations.

STUDENT INSURANCE COVERAGE:

Hocking College insurance does not cover a student in cases of an accident or illness. Students are responsible for providing their own health and accident insurance. The Hocking College Health Center provides information on a student health insurance plan. Please see the Health Center (JL241) for information on costs, coverage, and how to enroll in the plan.

HOCKING COLLEGE

EVALUATION OF THE STUDENT

COURSE NO. ACC 102

COURSE NAME: ACCOUNTING III

INSTRUCTORS: TED LYNCH

DATE PREPARED: SUMMER 2006

APPROVED BY: _____

The objective of the instructor is to help the student learn some of the concepts of accounting. The purpose of evaluation is to indicate, to some degree, the extent to which the student has learned.

Learning is a shared responsibility between the instructor and student. The process of evaluation, although the ultimate responsibility of the instructor, should also be shared with the student. Certainly, the student should be aware at any point in time what his/her status is, in terms of accomplishment.

SPECIFIC FACTORS

1. EXAMINATIONS:

There will be 3-4 quizzes for each chapter. The quizzes can be taken independently,

or all once. These examinations will be taken at the discretion of the student. The best time table for completing the course by the end of the quarter is to complete one chapter a week. The quizzes can be found in the online course material. All of these quizzes are open book.

A. PREPARING FOR EXAMS:

The best way to prepare for the exams in this course is to properly complete all of the assigned work. In particular, the practice exercises and problems at the end of each text chapter are very similar in format to the problems found on the chapter quizzes. There is a demonstration problem that follows the key term section of each chapter. Reviewing this problem can be very helpful.

B. TEST GUIDELINES:

The quizzes can be retaken once.

C. FINAL GRADES:

If you complete the course by the end of the quarter you initially registered, you will receive a final grade reflecting your performance in the course. If the course is not completed by the end of the quarter an extension of one quarter is permitted.

1. GRADING SCALE:

Final grades will be computed on the following basis:

Quizzes	80%
Homework/Assignments	20%

Letter Grades will be assigned as follows:

A	= 90 - 100%
B	= 80 - 89%
C	= 70 - 79%
D	= 60 - 69%
F	= Below 60%

(+ or - may be placed on the final grade at the discretion of the instructor at the end of the quarter)

2. PROJECTS/HOMEWORK:

There is a set of exercises that have been incorporated into each chapter. Each student will prepare the assigned exercises set in the working papers for each set of chapters being tested. The student will be required to submit them for evaluation by the last Wednesday of the quarter. There will be other assignments that will need to be completed. They appear in the textbook. They can be completed in the working papers section of the workbook.

Homework Assignments

EXERCISES: All Series A exercises must be completed for chapters 21-29

OTHER REQUIRED ASSIGNMENTS:

Chapter 22 – Mastery Problem

Chapter 23 - Challenge Problem

Chapter 24 – Challenge Problem

Chapter 26 – Mastery Problem

Chapter 27 - Challenge Problem

Chapter 28 – Challenge Problem

Chapter 29 -- Mastery Problem

The challenge and mastery problems follow the series B problems for each chapter.

DISCUSSION QUESTIONS – LOCATED IN THE COMMUNICATIONS SECTION OF THE HOMEPAGE

The answer key for the workbook is available for student consultation in the PACE lab. Students are encouraged to check their homework assignments to ensure that they understand the text material presented; however, merely copying answers from the answer key will result in no credit for that assignment and the student will get a grade of ZERO for that chapter.

3. POLICY REGARDING HONESTY:

If there should be a situation in which a student is observed in dishonesty concerning an exam or other course assignment, the grade for that exercise will be zero.

4. STUDENT GRIEVANCE DUE PROCESS PROCEDURES:

Due process procedures for the College are located in the Student Code of Conduct, Policy & Procedures Manual, 1993-94, published by the Student Affairs Office, Oakley 210.

5. STUDENTS WITH LEARNING DISABILITIES:

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6. STUDENT INSURANCE COVERAGE

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7. INSTRUCTOR CONTACT INFORMATION:

8. Office : OAK 211

9. Phone: (740) 753-6107

10. (740) 517-3591

Department Phone Extension: 7201

E-mail address: lynch_t@hocking.edu

Office hours: varies quarterly