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## COURSE SYLLABUS & OUTLINE

<b>Course Title:</b>	ACCOUNTING 002, INTRODUCTORY ACCOUNTING II
<b>Semester:</b>	<b>Fall, 2013</b>
<b>Location:</b>	West Los Angeles College, CE-204
<b>Class Dates:</b>	August 26, 2013, to December 15, 2013 Tuesdays and Thursdays, 6:45 p.m. to 9:20 p.m.
<b>Instructor:</b>	Ana R. Valdivia, CPA
<b>Contact Info:</b>	<a href="mailto:valdiva@wlaac.edu">valdiva@wlaac.edu</a> and <a href="mailto:anaval.08@gmail.com">anaval.08@gmail.com</a>
<b>Office Hours:</b>	By appointment between 6:15 – 6:45 p.m., Tuesdays and Thursdays

### **Required Readings:**

**Textbook:** Fundamental Accounting Principles, Twentieth Edition  
Wild, Shaw, Chiappetta

### **Recommended Readings: (To be determined)**

### **Course Description:**

Accounting principles and procedures relating to partnerships and corporations, accounting for manufacturing, cost accounting, branch and department accounting, interpretation of financial statements, supplementary statements, data processing and management controls are covered.

This course is acceptable for Management 1B credit at UCLA.

(PREREQUISITE: Accounting 1 or Accounting 21 and 22 with a grade of “C” or better.)

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<sup>1</sup> Courtesy of Google Images

## Goals and Objectives:

Upon completion of this course the student will have the ability to:

1. Identify characteristics of Corporations and their organization.
2. Describe the components of stockholders equity and explain the characteristics of both common and preferred stock.
3. Understand the distribution of dividends, the recording of treasury stock transactions and ratio analysis.
4. Compare bond financing with stock financing using present value computations. Assess debt features and their implications.
5. Identify the different classes of investments in securities.
6. Record transactions listed in foreign currency and rates of exchange between currencies.
7. Prepare and interpret the statement of cash flows.
8. Analyze and interpret financial statement information to better understand company performance and financial position.
9. Describe the major characteristics of managerial accounting and the reporting of manufacturing activities.
10. Record the flow of costs of material, labor, and overhead in a cost accounting system.
11. Apply cost, volume and profit analysis for managerial decision making.
12. Understand the importance of budgeting in planning future business activities.
13. Evaluate tools and procedures used in making managerial decisions.
14. **Institutional Student Learning Outcomes include:** Critical Thinking, Quantitative Reasoning, Technical Competence, and Ethics.

## Grading:

Course grades will be based on completion of assignments as follows:

<u>Item</u>	<u>Total</u>	
6 Exams @ 100 points each	600 points	(Ch.13 – 25)
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	<b>600 points</b>	

## **Grading Scale:**

- A** = 90% - 100% (540 – 600 pts)
- B** = 80% - 89% (480 – 539 pts)
- C** = 70% - 79% (420 – 479 pts)
- D** = 60% - 69% (360 – 419 pts)

- Extra credit assignments will be granted at instructor's discretion. However, extra credit will not replace any of the scheduled exams.
- Please note that **ALL COURSE GRADES ARE FINAL.**

## **Expectations:**

1. Attendance: In order to achieve success in Accounting, regular participation in classroom and homework activities are extremely important. Participation will be important to your success and learning in this class. Class discussions may be based on in-class material, homework questions, relevant, current events, and/or case studies – you are encouraged to engage. **I expect your attendance to be both regular and punctual. A sign in sheet will be provided at the beginning of each class. Although attendance/participation will not be tracked for grading purposes, it may be considered when making judgment between an “A” or “B.”** It is your responsibility to notify me regarding attendance problems before it leads to exclusion. Please refer to the college catalog regarding attendance procedures and exclusion policies of the college.
2. Although the class outline (included on last page of this syllabus) gives a rough estimate of the dates exams will take place as well as the material to be tested, actual exam dates and content will be announced in class. It is your responsibility to make sure you know these dates and the material to be tested.

## **Homework:**

The amount of time you spend studying is the sum of your study habits, the grade you desire and how you use your time. You should anticipate, at least, 2 hours of study for each hour spent in class. Homework will not be collected, although it may be reviewed at the instructor’s discretion and will be discussed during class meetings.

Please see hand-out “How to study Accounting.”

## **Make-ups and Late Work:**

**There are no make-up exams – this is not negotiable!** (If you don’t have the time for this class, you can always consider taking it in the future when you have the time needed.)

## **Other Useful Information:**

- Please bring your book, notebook, and pen/pencils to class each day.
- Basic function calculator. **PLEASE NOTE, USE OF CELL PHONES CALCULATORS WILL NOT BE ALLOWED DURING AN EXAM – NO EXCEPTIONS!**
- Resources available include: the library for quiet, focused studying and tutoring at no cost in the LRC.

### **Basic Class Rules:**

1. Common courtesy and respect towards others. Please remember the golden rule: ***Treat others as you would be expected to be treated.***
2. No powered “on” cell phones, ipods, or any other electronics. **These must all be turned OFF once you enter this classroom. If cell phones ring in class you will be asked to leave and it will be counted as an absence.**
3. It is the students responsibility to notify the instructor of any emergencies, etc.
4. It is the students responsibility to formally drop the class if you don’t think this is a good match, good timing, etc. Please refer to the college catalog regarding attendance procedures and exclusion policies of the college.
5. Make your best effort, study, and have a little bit of fun! 😊 (I’m always available to answer questions or help you find answers, at a minimum – don’t hesitate to ask!)

**Class Outline \*\* :**

<u>Week #</u>	<u>Dates</u>	<u>Chapter</u>	<u>Description</u>	<u>Assignment/Quiz/ Exams</u>
1	08/27	N/A	Welcome & Introduction	Read Ch.13
1	08/29	Ch.13	Accounting for Corporations	• Problems to be announced in class.
2	09/03	Ch.13	Accounting for Corporations	• Problems to be announced in class.
2	09/05	Ch. 13 & Ch. 14	Cont. Accounting for Corporations & Intro to Long-Term Liabilities	• Problems to be announced in class.
3	09/10	Ch.14	Long-Term Liabilities	• Problems to be announced in class.
3	09/12	Ch.14	Long-Term Liabilities	• Problems to be announced in class.
4	09/17	N/A	<b>Exam # 1 (Ch. 13 &amp; 14)</b>	• -
4	09/19	Ch.15	Investments & International Operations	• Problems to be announced in class.
5	09/24	Ch.15	Investments & International Operations	• Problems to be announced in class.
5 & 6	09/26 & 10/01	Ch.16	Reporting the Statement of Cash Flows	• Problems to be announced in class.
6	10/03	N/A	<b>Exam # 2 (Ch.15 &amp; 16)</b>	• -
7	10/08 & 10/10	Ch.17	Analysis of Financial Statements	• Problems to be announced in class.
8	10/15 & 10/17	Ch.18	Managerial Accounting Concepts and Principles	• Problems to be announced in class.
9	10/22	N/A	<b>Exam # 3 (Ch.17 &amp; 18)</b>	• -
9 & 10	10/24 & 10/29	Ch.19	Job Order Cost Accounting	• Problems to be announced in class.
10 & 11	10/31 & 11/05	Ch.20	Process Cost Accounting	• Problems to be announced in class.
11	11/07	N/A	<b>Exam # 4 (Ch.19 &amp; 20)</b>	• -
12	11/12 & 11/14	Ch.21	Cost Allocation and Performance Measurement	• Problems to be announced in class.
13	11/19 & 11/21	Ch.22	Cost-Volume Profit Analysis	• Problems to be announced in class.
14	11/26	N/A	<b>Exam # 5 (Ch.21 &amp; 22)</b>	• -
14	11/28	N/A	<b>THANKSGIVING!</b>	• ☺
15	12/03 & 12/05	Ch.23 & Ch. 24 & Ch.25	Master Budgets and Planning; Flexible Budgets and Standard Costs; & Capital Budgeting and Managerial Decisions	• Problems to be announced in class.
16	12/10	N/A	<b>Review</b>	• -
16	12/12	N/A	<b>Exam # 6 (Ch.23 - 25)</b>	• Enjoy your Winter Break! ☺

\*\*Dates provided are approximate; however, these may be subject to revision, at instructor's discretion.