

## ACCOUNTING II

<b>Text:</b>	<p><i>South-Western Publishing Company</i>  <i>Century 21 Accounting, 8<sup>th</sup> Edition, copyright 2008</i>            Author: Gilbertson, Lehman, Ross</p>
<b>Supplemental Materials:</b>	<p><i>Century 21 Accounting Working Papers</i></p>
<b>Course Description:</b>	<p>This course continues emphasis on the basic principles, concepts and procedures of accounting. It focuses on a merchandising business organized as a corporation. Anyone who deals with any phase of business can benefit from an understanding of accounting principles covered in this course. Students planning to attend college will find a high school introduction to the subject helpful. This course includes computerized accounting.</p>
<b>Methods of Evaluation:</b>	<p>Students will be assessed by tests, quizzes, theory, applications and knowledge of the accounting principles, semester exams and/or any other form of evaluation instrument the instructor finds applicable to the course.</p>
<b>Pace of Instruction:</b>	<p>Accounting for a Merchandising Business Organized as a Corporation            Journalizing Purchases and Cash Payments                Journalizing Purchases Using a Purchases Journal                Journalizing Cash Payments Using a Cash Payments Journal                Performing Additional Cash Payments Journal Operations                Journalizing Other Transactions Using a General Journal            Journalizing Sales and Cash Receipts Using Special Journals                Journalizing Sales on Account Using a Sales Journal                Journalizing Cash Receipts Using a Cash Receipts Journal                Recording Transactions Using a General Journal            Posting to General and Subsidiary Ledgers                Posting to an Accounts Payable Ledger                Posting to an Accounts Receivable Ledger                Posting from Journals to a General Ledger                Correcting Errors in Subsidiary Ledger Accounts            Preparing Payroll Records                Preparing Payroll Time Cards                Determining Payroll Tax Withholding                Preparing Payroll Records                Preparing Payroll Checks            Payroll Accounting, Taxes, and Reports                Recording a Payroll                Recording Employer Payroll Taxes                Reporting Withholding and Payroll Taxes                Paying Withholding and Payroll Taxes            An Accounting Cycle for a Corporation: Journalizing and Posting Transactions            Distributing Dividends and Preparing a Work Sheet for a Merchandising Business                Distributing Corporate Earnings to Stockholders                Beginning an 8-Column Work Sheet for a Merchandising Business                Planning and Recording a Merchandise Inventory Adjustment</p>

## ACCOUNTING II

	<p>Planning and Recording an Allowance for Uncollectible Accounts Adjustment</p> <p>Planning and Recording Depreciation Adjustments</p> <p>Calculating Federal Income Tax and completing a Work Sheet</p> <p>Financial Statements for a Corporation</p> <p>Preparing an Income Statement</p> <p>Analyzing an Income Statement</p> <p>Preparing a Statement of Stockholders' Equity</p> <p>Preparing a Balance Sheet</p> <p>Recording Adjusting and Closing Entries for a Corporation</p> <p>Recording Adjusting Entries</p> <p>Recording Closing Entries for Income Statement Accounts</p> <p>Preparing a Post-Closing Trial Balance</p> <p>An Accounting Cycle for a Corporation: End-of-Fiscal Period Work</p>
<p><b>Course Objectives:</b></p>	<p>Define accounting terms related to purchases and cash payments for a merchandising business.</p> <p>Identify accounting concepts and practices related to purchases and cash payments for a merchandising business.</p> <p>Journalize purchases of merchandise using a purchases journal.</p> <p>Journalize cash payments and cash discounts using a cash payments journal.</p> <p>Prepare a petty cash report and journalize the reimbursement of the petty cash fund.</p> <p>Total, prove, and rule a cash payments journal and start a new cash payments journal page.</p> <p>Journalize purchases returns and allowances and other transactions using a general journal.</p> <p>Define accounting terms related to sales and cash receipts for a merchandising business.</p> <p>Identify accounting concepts and practices related to sales and cash receipts for a merchandising business.</p> <p>Journalize sales on account using a sales journal.</p> <p>Journalize cash receipts using a cash receipts journal.</p> <p>Record sales returns and allowances using a general journal.</p> <p>Define accounting terms related to posting to ledgers.</p> <p>Identify accounting practices related to posting to ledgers.</p> <p>Post special journal column totals to a general ledger.</p> <p>Post separate items from a purchases, cash payments, and general journal to an accounts payable ledger.</p> <p>Post separate items from a sales, cash receipts, and general journal to an accounts receivable ledger.</p> <p>Post separate items from a cash payments and general journal to a general ledger.</p> <p>Journalize and post correcting entries affecting customer accounts.</p> <p>Define accounting terms related to payroll records.</p> <p>Identify accounting practices related to payroll records.</p> <p>Complete a payroll time card.</p> <p>Calculate payroll taxes.</p> <p>Complete a payroll register and an employee earnings record.</p> <p>Prepare payroll checks.</p> <p>Define accounting terms related to payroll accounting, taxes, and reports.</p>

## ACCOUNTING II

	<p>Identify accounting concepts and practices related to payroll accounting, taxes, and reports.</p> <p>Analyze payroll transactions and record a payroll.</p> <p>Record employer payroll taxes.</p> <p>Prepare selected payroll tax reports.</p> <p>Pay and record withholding and payroll taxes.</p> <p>Define accounting terms related to distributing dividends and preparing a work sheet for a merchandising business.</p> <p>Identify accounting concepts and practices related to distributing dividends and Preparing a work sheet for a merchandising business.</p> <p>Journalize the declaration and payment of a dividend.</p> <p>Begin a work sheet for a merchandising business.</p> <p>Plan work sheet adjustments for merchandise inventory, supplies, prepaid expenses, uncollectible accounts, and depreciation.</p> <p>Calculate federal income tax and plan the work sheet adjustments for federal income tax.</p> <p>Complete a work sheet for a merchandising business.</p> <p>Define accounting terms related to financial statements for a merchandising business organized as a corporation.</p> <p>Identify accounting concepts and practices related to financial statements for a merchandising business organized as a corporation.</p> <p>Prepare an income statement for a merchandising business organized as a corporation.</p> <p>Analyze an income statement using component percentages and financial ratios.</p> <p>Prepare a statement of stockholders' equity for a merchandising business organized as a corporation.</p> <p>Prepare a balance sheet for a merchandising business organized as a corporation.</p> <p>Identify accounting concepts and practices related to adjusting and closing entries for a merchandising business organized as a corporation.</p> <p>Record adjusting entries.</p> <p>Record closing entries for income statement accounts.</p> <p>Record closing entry for dividends.</p> <p>Prepare a post-closing trial balance.</p>
Date Completed	1-13-12