**Jubail University College**

**Department of Business Administration**

 **COURSE SYLLABUS - SEMESTER 341**

 [Provided to students in soft copy through my website]

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| **Course Code & Number** |  **BUS 222** |
| **Course Title Skill**  |  **Accounting 2** |
| **Instructor**  |  **Ms. Mashael Almuqbel** |
| **Office Location**  |  Room 423 |
| **Office Hours**  | **Day** | **Period** |
| Sunday | **3,8** |
| Monday | **6** |
| Tuesday | **3** |
| Wednesday | **4,5,6** |
| Thursday | **1,2,3** |
| **Office Phone** | 03-3459000 Extension: 3669 |
| **Email**  | muqbelm@ucj.edu.sa  | **Website:** |  [www.muqbelm.weebly.com](http://www.muqbelm.weebly.com) |
| **Sections** | **201** | **202** | **203** |
| **Class hours** | Sunday |  | **6,7** | **4,5** |
| Monday | **1,2** |  |  |
| Tuesday |  | **4,5,6** |  |
| Wednesday | **1,2,3** |  |  |
| Thursday |  |  | **4,5,6** |
| **Prerequisites** | **BUS 121 Accounting 1** |
| **Course Rationale** |  Accounting is the most popular area of study worldwide with an enormous career opportunity. Having an idea about the Financial Accounting and an ability to read financial statements for decision making is imperative for every businessperson. This is the second sequel of our Accounting course. In this course the students continue to build upon the knowledge base of Accounting 1 and are expected to learn important aspects of Financial accounting like, recording and maintaining Plant assets and Current Liabilities. Accounting for partnerships and corporations and general aspects like long term liabilities and the statement of cash flows. |
| **Course Objectives** | 1. Build upon the conceptual knowledge of the students’ acquired in Accounting 1.
2. Student will be able to recognize and distinguish between the different types of Plant Assets, Current liabilities and their Accounting treatment.
3. The course will take the student through the various aspects and stages of preparing GAAP compliant Accounts for Partnerships and Corporations.
4. The student will be able to recognize record and analyze the various long term liabilities like bonds, notes payable and lease liabilities.
5. The course will enable the student to independently prepare Cash Flow Statements and analyze them.

NEEDS AND RESOURCESTo successfully complete this course, you must * Have a working knowledge of the basic elements of accounting learnt in Accounting 1.
* Know the basic mathematical calculations, use of simple calculator and an understanding of computer use.
* Be able to read and understand the instructions in the text book and other subject related text materials.
* Understand the instruction in the class and follow them.
* Dedicate hard work, Continuous practice and discussion with colleagues and lecturer.
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| **Methods of Instruction** | Lecture, Class Presentation and Student Participation.Practical lab work on appropriate Accounting software. |
| **Required Textbook** |  Text Book: Weygandt, Kieso, and Kimmel 10th ed. 2011. “Accounting Principles”. John Wiley & Sons, Inc. ISBN: 978-0-470-64646-5 |
| **Proposed Websites** | 1. <http://bcs.wiley.com/he-bcs/Books?action=index&itemId=0470646462&bcsId=6406>
2. <http://www.learnerstv.com/Free-Management-Video-lectures-ltv034-Page1.htm>
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| **Grading Scheme** | Your final grade will be derived from the weekly assignments and a total of two exams.   Any exam not taken as scheduled will result in a zero.  All assignments submitted after the due date will be subject to a 10-point penalty.  Computation of the final grade for theory will be as follows:Quizzes 20%Assignments 20%Midterm Examination 20%Final Examination 40%Total 100%For the Practical the final grade would be calculated as below:Midterm 40%Final 60%Total 100%Note: For the Final course grade 70% weight would be given to theory and 30% weight to practical. |

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| **Jubail University College Grading Scale** |
| **Total Points** | **Letter Grade** | **Percentage** | **Grade Point** |
|   | A+ | 95-100% | 4.0 |
|   | A | 90-<95% | 3.75 |
|   | B+ | 85-<90% | 3.5 |
|   | B | 80-<85% | 3.0 |
|   | C+ | 75-<80% | 2.5 |
|   | C | 70-<75% | 2.0 |
|   | D+ | 65-<70% | 1.5 |
|   | D | 60-<65% | 1.0 |
|   | F | 0-<60% | 0.0 |
|   | W | Withdrawal  | N/A |
|   | WP | Withdrawal while Pass  | N/A |
|   | WF | Withdrawal while Fail  | 0.0 |
|   | DN | Denial | 0.0 |
|   | I | Incomplete | N/A |
|   | P | Pass | N/A |

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| **Course Outline – Theory** |
| **Week No.**  | **Text book**  | **Topic**  | **Focus**  |
| 1  |  | Introduction  | Introduction to Students, Course and Course Expectations. |
| 2 and 3 | 10 | Plant Assets, Natural Resources, and Intangible Assets | 1. Plant Asset: Types, Determining cost, Depreciation, Expenditure and Disposal of plant assets
2. Natural Resources
3. Intangible Assets.
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| 4  | 11  | Current Liabilities | 1. Accounting for Current Liabilities
2. Contingent Liabilities
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| **QUIZ 1 (10%)** |
| 5 and 6 | 12  | Accounting for Partnerships | 1. Partnership Forms of Organization
2. Basic Partnership Accounting
3. Liquidation of a Partnership
4. Admission and Withdrawal of partners
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| 7  | 13  | Corporations: Organization and Capital Stock Transactions | 1. Corporate form of Organization
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|  **8 MID TERM EXAMINATION (20%)** |
| 9 | 13 | Corporations: Organization and Capital Stock Transactions | 1. Accounting for issues of common stock, treasury stock and preferred stock
 |
| 10, 11and 12 | 14 | Corporations: Dividends, Retained Earnings, and Income Reporting. | 1. Dividends
2. Retained Earnings
3. Statement Presentation and Analysis
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| **QUIZ 2 (10%)** |
| 13 and 14 | 15  | Long Term Liabilities | 1. Bonds
2. Accounting for Bonds issue
3. Accounting for Bond Retirement
4. Other long term liabilities
 |
| 15 and 16 | 17  | The Statement of Cash Flows | 1. Cash Flow Statement
2. Format- Direct and Indirect methods
3. Using Cash Flow to evaluate a company
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| 17  | **Revision for theory and FINAL EXAM - LAB** |
| 18 and 19 | **FINAL EXAM - THEORY (40%)** |

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| **Course Syllabus – Practical Lab** |
| **Week** | **Theory Topics**  | **Practical Topics** |
| 1 | Introduction  | Course expectations in the software - Introduction |
| 2,3 & 4 |  Plant Assets, Natural Resources, and Intangible Assets | * Creating, adding, editing and posting Fixed Asset Records with the Fixed Asset Register.
* Using different Deprecation methods with Sage line – Straight line method, Reducing Balance method and Write-off method.
* Running Month End and Year End processing Routine.
* Manual Depreciation using journal entries.
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| 5 & 6 |  Current Liabilities | * Adjusting for current liabilities like note payable, Sales tax payable, Unearned Revenue, Current maturities of long term liabilities and contingent liabilities as adjusting entries by using the month end processing.
* Payroll Accounting – using Salary Journal
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| 7 & 9 | Accounting for Partnerships  | * Creating or editing the COA for a Partnership form of organization.
* Preparation of partnership financial statements
* Recording formation and liquidation of a partnership
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|  **9 MID TERM EXAM (40%)** |
| 10,11&12  | Corporations: Dividends, Retained Earnings, and Income Reporting. | * Creating or editing the COA for a Corporation form of organization
* Journalizing and recording issuance of common stock
* Preparation of stock holders equity section of a corporation
* Preparation of corporate financial statements
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| 13,14 &15 | Long Term Liabilities  | * Preparing Sage line for entering transactions related to: bond issuance, redemption, retirement and conversion
* Other long term liabilities
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| 16 | **Review and Practice** |
| 17 | **FINAL EXAMINATION (60%)** |

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| **Jubail University College Policies** |
| **Attendance**  | 1. Attending at punctual time: Present otherwise the student is absent.2. Late attendance 0 − < 5 minutes: is late3. Late ≥ 5 minutes: is absentNotes:1. Every 3 late are counted as 1 absent
2. Every $\frac{3}{15}$ × total semester contact hours + 1 is DN
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| **Grading** | 1. Quality point: is the result of multiplying the credit hours by the grading points.
2. Semester GPA: is the result of dividing total quality points achieved in all courses at that semester by total graded credit hours of all courses in that semester.
3. Cumulative GPA in a semester: is the sum of total quality points achieved in all courses up to that semester divided by the total credit hours graded for all courses up to that semester
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| **Plagiarism & Cheating** | 1. Cheating is a serious offence and will be punished by the JUC. 2. Talking, looking at your colleagues’ exam papers or any other suspicious act is considered cheating during exam.3. Student will fail the subject if caught cheating. |