

Syllabus for: Bus 180—Basic Bookkeeping	
Semester & Year:	Fall 2012
Course ID and Section Number:	BUS 180 E2587
Number of Credits/Units:	3
Day/Time:	T/Th 2:50-5:25
Location:	
Instructor's Name:	Dove Byrne
Contact Information:	Office location and hours: Associate Faculty Office Phone: Email: dove-byrne@redwoods.edu
Course Description (catalog description as described in course outline): A course introducing the concepts of bookkeeping. The correct posting of business transactions and the creation of financial reports and payroll for small businesses will be emphasized.	
Student Learning Outcomes (as described in course outline) : 1. Demonstrate the competencies of a payroll clerk or supervised bookkeeper. 2. Accurately record transactions in the financial records of a business. 3. Manage and conduct basic analyses of the payroll and financial records of a business on a cash or accrual basis.	
Special accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.	
Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course. The student code of conduct is available on the College of the Redwoods website at: http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage.	
College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.	

College of the Redwoods

BUS 180 - Basic Bookkeeping

Fall 2012, Section E2587

Instructor: Dove Byrne, MBA
Office: Associate Faculty Office
Office hours: Monday & Wednesday, by Appointment (before/after class)
Email: dove-byrne@redwoods.edu

Credits: This is a 3-unit class. Each class meeting will include a lecture period from 2:50-4:15 p.m. and a lab time from 4:25-5:25 to work on problems and practice sets.

Class Meetings: Mondays and Wednesdays, 2:50-5:25 p.m.
Classroom: FM 112, CR Main Campus

Materials Required: Wild, Shaw, & Chiapetta, *Fundamental Accounting Principles*, 20th ed. (McGraw-Hill Irwin, 2011)

Any of the following ISBNs are acceptable:

ISBN 978-0-07-811087-0 (combined edition)
ISBN 0-07-811087-4 (combined edition)
ISBN 978-0-07-733825-1 (vol.1, ch.1-12)
ISBN 0-07-733825-1 (vol.1, ch.1-12)
ISBN 978-0-07-733826-8 (w/working papers, vol.1, ch.1-12)
ISBN 0-07-733826-X (w/working papers, vol.1, ch.1-12)
ISBN 978-0-07-733823-7 (principles, ch.1-17)
ISBN 0-07-733823-5 (principles, ch.1-17)

An online e-version of this textbook is available at CourseSmart:
http://www.coursesmart.com/0077338286?__professorview=false&__instructor=1306378

Computer with spreadsheet software and Internet access

Materials suggested: 2 Different colored pens
Hand-held calculator
Ledger-Column pad
1/2G or larger Flash Drive

Catalog Description and Course Learning Outcomes:

A course introducing the concepts of bookkeeping. The correct posting of business transactions and the creation of financial reports and payroll for small businesses will be emphasized. Upon completion of this course students will be able to: 1. Demonstrate the competencies of a payroll clerk or supervised bookkeeper. 2. Accurately record transactions in the financial records of a business. 3. Manage and conduct basic analyses of the payroll and financial records of a business on a cash or accrual basis.

Evaluation: Points are earned as follows:

Homework assignments (11 @ 15 points)	165
Chapter Outlines (11 @ 5 points)	55
Various Projects (11 @ 30 points)	330
"RealPayroll" project (1 @ 100 points)	100
Comprehensive Final exam (1 @ 200 points)	200
Participation (30 @ 5 points)	<u>150</u>
Total Points Possible	1000

The total number of points a student earns on the tests, homework, and final exam will be divided by the maximum points for the semester. Your resulting percentage will be assigned a letter grade as follows:

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

There will be opportunities to earn extra credit points during the semester. These points will increase your total points but will not increase the maximum points divisor when determining your course grade.

Policy for missed/late work: Homework Assignments, Chapter Outlines, Practice Sets, and Projects cannot be turned in late. If you are unable to attend class, turn in any work that is due via email. Exceptions may be made in cases of emergency or if arrangements are made in advance.

Chapter Outlines: As you read and study each chapter, make an outline of the material. When the outline is due, I will collect them and grade them during the break between the lecture and lab, and return them to you for your study notes. The purpose is to ensure that you have read the material before we cover it in class.

Homework: Homework must be turned in electronically on a spreadsheet whenever possible. Assignments will be set up in MyCR for this purpose. Assignments cannot be hand-written. Assignments and quizzes will not be permanently returned to you. We will do some homework problems in class and review homework problems at the beginning of the next class.

Participation: We will cover a lot of material that is not in the textbook, so your class participation is very important - it's also 15% of your grade. I take attendance on sign-up sheets every day and note who is participating. If you didn't sign in, you didn't officially participate!

Special Accommodations:

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS.

Academic Misconduct:

Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.

The student code of conduct is available on the College of the Redwoods website at: <http://www.redwoods.edu/District/Board/New/Chapter5/Ap5500.pdf>

Equal Opportunity:

College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.