

<b>Syllabus for: Introduction to Bookkeeping</b>	
<b>Semester &amp; Year:</b>	Fall 2013
<b>Course ID and Section Number:</b>	Bus 180, K4284
<b>Number of Credits/Units:</b>	3
<b>Day/Time:</b>	Tues. & Thurs. 2:15pm – 4:55pm
<b>Location:</b>	HTEC Room 1
<b>Instructor's Name:</b>	Dove Byrne
<b>Contact Information:</b>	Office location and hours: Before & After Class Phone: Email: dove-byrne@redwoods.edu
<b>Course Description (catalog description as described in course outline):</b>	
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.	
<b>Student Learning Outcomes (as described in course outline) :</b>	
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.	
<b>Special accommodations:</b> 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.	
<b>Academic Misconduct:</b> 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: <a href="http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf">http://redwoods.edu/District/Board/New/Chapter5/AP%205500%20Conduct%20Code%20final%2002-07-2012.pdf</a>	
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.