

Syllabus for: Principles of Accounting

Semester & Year:	Fall 2013
Course ID and Section Number:	BUS-1A-E4187
Number of Credits/Units:	4
Day/Time: Location:	M & W 8:15 – 11:30 Room HU-210
Instructor's Name:	Pamela Netzow
Contact Information:	Office location and hours: Assoc. Faculty Office Mondays 12:30 – 4:00, or by appointment. Assoc. Fac. Office phone: 476-4514. Email: Pamela-Netzow@redwoods.edu

Course Description (catalog description as described in course outline): A study of the fundamental concepts, procedures, and principles of financial accounting as applied to both service and merchandising businesses. Additional topics include accounting systems and special journals, cash, internal controls, receivables, inventory methods, depreciation and amortization, current liabilities and payroll. Focus will be on the preparation and analysis of financial statement data.

Student Learning Outcomes (as described in course outline) :

1. Define and explain accounting concepts.
2. Construct ledgers, charts of accounts, balance sheets, and income statements.
3. Analyze systems for organizing accounting data and internal control.

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 1A Principles of Accounting
Syllabus

Fall 2013 Section # E4187 Room HU-210

Instructor: Pamela Netzow

Email: Pamela-Netzow@redwoods.edu

Required textbook: **Fundamental Accounting Principles (21st edition)** by: Larson, Wild, Chiappetta; McGraw-Hill Publishers, ISBN: **007-7703456 or 978-007-770-3455, loose leaf, with Connect Plus access code**

(See next page for more information on Connect.)

We cover the first 11 chapters in this course. The remaining chapters are taught in BUS-1B (except Ch. 11). Therefore, the text and Connect Plus Access Code will be used by the student for a full academic year, if taken consecutively, thereby spreading the cost value over two semesters.

Course Objectives & Structure:

Accounting is the common language of organizations: businesses, not-for-profits, or governments. The basic principles of accounting provide a common ground for communication. The objective of this course is for you to learn, understand and to **apply** those basic principles. To accomplish this, we study the fundamental principles and procedures of financial accounting as applied to service and merchandising businesses. We look at accounting systems and the accounting cycle, the composition of basic financial statements, and how to use and interpret financial information in daily life.

In accordance with the Course Learning Outcomes you will be able to do the following upon successful completion of this course (successful completion = grade of C or above):

1. Define and explain accounting concepts.
2. Construct ledgers, charts of accounts, balance sheets, and income statements.
3. Analyze systems for organizing accounting data and internal control.

In addition to specific accounting curriculum objectives identified in the course outline, broad course objectives include the development of learning, thinking, communication and teamwork skills. In accounting, new concepts build on those that have been learned before. Therefore, it is essential you keep current in this course. You will be required to communicate your knowledge clearly by completing assignments and assessments.

Participation

It is important you attend class. Many of the concepts build upon each other and must be learned in a sequential order. Role will be taken. Participation and attendance are critical to your success in this class. **You will be required to complete a small research project and a related brief oral presentation.**

Evaluation & Assignments:

Grades are earned as follows:

- Participation comprises 20% of your grade.
- Homework comprises 40% of your grade.
- There will be three exams covering the chapters listed on the schedule. Exams comprise 40% of your grade.

The following grade scale will be used:

90 - 100% A

80 - 89% B

70 - 79% C

60 - 69% D

Plus and minus grade will be given (A- through C+).

Homework:

You are responsible for reading each chapter in the textbook prior to the lecture date for that chapter.

We use the web based interactive homework tool Connect. You will need to register for Connect at the following URL:

http://connect.mcgraw-hill.com/class/p_netzow_fall_2013_online

A Connect Access Code card is included with the required loose leaf text. With this Access Code, no additional funds will be required when you register.

You may use an option to complete your assignments manually, in limited circumstances. Manual homework is always due the class meeting immediately following the interactive online deadline. **Contact the instructor if you are considering the manual method.** Students may not switch back and forth between interactive and manual methods.

Make-up Policy:

Late homework may be accepted only if there is a compelling reason for the delay.
Credit points may be capped.

If you miss a class: you are encouraged to log onto the MyCR site for this class and utilize, in the Lessons module, the narrated slides, quizzes and other valuable resource materials related to the chapters covered in the class(es) you missed. You are also responsible for reading each chapter.

You need not fall behind in class if you follow the above instructions for missed classes.

It is your responsibility to sit for each exam at the scheduled date and time.
A medical emergency (or equivalent) is the only exception.

IMPORTANT: After six required classes and/or assignments are missed, students may be dropped from the roster by the instructor, through November 1, 2013.

Disabled Student Accommodation:

We support students' learning needs. Please do not hesitate to communicate your needs to the instructor and/or to Disabled Students Programs and Services at:

www.redwoods.edu/district/dsps/

Telephone (707) 476-4280

Fax (707) 476-4418

TTY (707) 476-4284

Academic Integrity:

The ***College of the Redwoods Policy on the Integrity of Scholarship*** contained in the College Catalog is an explicit part of this course. Deviation from the standards of this policy will result in a grade of F for the course. The College may also decide to apply additional penalties. If you have any doubts about whether a particular activity violated the academic integrity policy, please consult the instructor to obtain an interpretation. If anyone is found cheating, all parties will be dropped from the class immediately and receive a grade of F for the course.

Student Code of Conduct:

Consistent with the College of the Redwoods mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. It is the practice of the College to respect the properly exercised rights of its students.

Students are expected to follow ***College of the Redwoods Student Code of Conduct Standards***. Disruptive student behavior in the classroom will not be tolerated. Any infraction will be treated as serious, with one verbal or written warning that repetition or continuation of certain conduct may be cause for disciplinary action.

Schedule (see following page)

Week	Date	Chapter	Topic <u>Read each chapter before the lecture.</u>	HOMEWORK FOR ALL CHAPTERS: We use the interactive program Connect in this course. A manual homework option is available in limited circumstances.
1	8/26 & 28	1	Accounting in Business	Ch. 1 homework due: 9/1 Sunday
2	9/2 & 4	2	9/2: LABOR DAY. NO CLASS. Analyzing and Recording Transactions	
3	9/9 & 11	2	Analyzing and Recording Transactions	Ch. 2 homework due: 9/15 Sunday
4	9/16 & 18	3	Adjusting Accounts & Preparing Financial Statements	
5	9/23 & 25	3	Adjusting Accounts & Preparing Financial Statements	Ch. 3 homework due: 9/29 Sunday
6	9/30 & 10/2	4	Completing the Accounting Cycle	
7	10/7 & 9	4 Exam #1	Monday: Finish Ch. 4 & Review for Exam. Wednesday: Exam 1	Ch. 4 homework due: 10/8 Tuesday
8	10/14 & 16	5	Accounting for Merchandising & Operations	Ch. 5 homework due: 10/20 Sunday
9	10/21 & 23	6	Inventories & Cost of Sales	Ch. 6 homework due: 10/27 Sunday
10	10/28 & 30	7	Accounting Information Systems	Ch. 7 homework due: 11/3 Sunday
11	11/4 & 6	8	Cash & Internal Controls	
12	11/11 & 13	Exam #2	11/11: VETERANS' DAY. NO CLASS. Wednesday: Exam 2	Ch. 8 homework due: 11/12 Tuesday Begin Research & Presentation Assignment
13	11/18 & 20	9	Accounting for Receivables	Ch. 9 homework due: 11/24 Sunday
14	11/25 & 27	10	Plant Assets, Natural Resources & Intangibles	Ch. 10 homework due: 12/1 Sunday
15	12/2 & 4	11	Current Liabilities & Payroll Accounting	Ch. 11 homework due: 12/8 Sunday
16	12/9-14 Final's Week	Dec. 9 Final Exam	Final Exam – Monday Dec. 9 8:30 – 10:30 Chapters 9-11	

*Students are responsible for any changes to this schedule.