

<b>Syllabus for: Financial Accounting</b>	
<b>Semester &amp; Year:</b>	Fall, 2014
<b>Course ID and Section Number:</b>	BUS1A – E6790
<b>Number of Credits/Units:</b>	4
<b>Day/Time:</b>	TTh/6:05-9:15
<b>Location:</b>	HMHU214
<b>Instructor's Name:</b>	Pat Wille
<b>Contact Information:</b>	Phone: 476-4802 Email: pat-wille@redwoods.edu
<b>Course Description:</b> A study of accounting as an information system, examining why it is important and how it is used by investors, creditors and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements and statement analysis. Includes issues relating to asset, liability and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.	
<b>Student Learning Outcomes:</b> Upon conclusion of this class, students should be able to: <ul style="list-style-type: none"> <li>1. Explain &amp; apply Generally Accepted Accounting Principles (GAAP) and International Financial Accounting Standards (IFRS) using spreadsheets.</li> <li>2. Distinguish between cash &amp; accrual accounting, balance sheets, income statements and statements of cash flow.</li> <li>3. Construct and analyze transaction records, internal controls, financial statements, and financial ratios using spreadsheets.</li> <li>4. Identify the ethical implications in financial reporting and apply strategies for addressing them.</li> </ul>	
<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 accommodations document to me as promptly as possible so that necessary arrangements can 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.	
<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.	

**Prerequisites:** Math 380

**Required Textbook:** Fundamental Accounting Principles, 21<sup>st</sup> Ed.; Wild, Shaw & Chiappetta; McGraw Hill Publishing

**Format:** The format for this class will be as follows:

A) Readings from the text, covered in the following order:

Chapter            Title

1. Accounting in Business
2. Analyzing and Recording Transactions
3. Adjusting Accounts & Preparing Financial Statements
4. Completing the Accounting Cycle
5. Accounting for Merchandising Operations
6. Inventories & Cost of Sales
7. Accounting Information Systems
8. Cash & Internal Controls
9. Accounting for Receivables
10. Plant Assets, Natural Resources & Intangibles
11. Current Liabilities and Payroll Accounting
12. Accounting for Partnerships

B) Discussion of the chapter readings. Working of homework problems in class.

C) A quiz at the beginning of the class immediately following completion of each chapter.

**Grading:** 11 quizzes - one following each chapter; only top-9 quiz scores will count. Missed quizzes will be scored as 0. Quiz results comprise 100% of your grade.

**Grade Breakdown:**

90-100 = A

80- 89 = B

70- 79 = C

60- 69 = D

<60    = F

**Quizzes:** Each quiz will consist of 10 multiple choice questions. *SCANTRON*<sup>®</sup> forms, #2 (HB) lead pencils and *Pink Pearl*<sup>®</sup> erasers must be used and must be provided by you. The final two-quizzes will be given during the final exam period. I will provide calculators. You may not use your own calculators. Quizzes will be reviewed immediately following their conclusion.

## Schedule

(tentative – subject to change)

<b>Week of:</b>	<b>Tuesday</b>	<b>Thursday</b>
AUG 25	Syllabus/History	Chapter 1
SEP 1	Chapter 1	Chapter 1 Quiz/Chapter 2
SEP 8	Chapter 2	Chapter 2
SEP 15	Chapter 2 Quiz/Chapter 3	Chapter 3
SEP 22	Chapter 3	Chapter 3 Quiz/Chapter 4
SEP 29	Chapter 4	Chapter 4 Quiz/Chapter 5
OCT 6	Chapter 5	Chapter 5
OCT 13	Chapter 5 Quiz/Chapter 6	Chapter 6
OCT 20	Chapter 6 Quiz/Chapter 7	Chapter 7
OCT 27	Chapter 7 Quiz/Chapter 8	Chapter 8
NOV 3	Chapter 8 Quiz/Chapter 9	Chapter 9
NOV 10	Chapter 9 Quiz/Chapter 10	Chapter 10
NOV 17	Chapter 10 Quiz/Chapter 11	Chapter 11
NOV 24	Chapter 11	Thanksgiving
DEC 1	Chapter 12	Chapter 12
DEC 8	Chapters 11 & 12 Quizzes	XXXXXXXXXX

**Required for Success:** Having taught accounting classes for many years, I strongly believe that you must do the following in order to succeed in this class:

- 1) Read each chapter thoroughly.
- 2) Highlight important points in the chapter.
- 3) Learn the key terms within each chapter and alphabetically listed at the end of each chapter.
- 4) Reread your highlighted notes and the glossary terms before coming to class.
- 5) Attend class on a regular basis.
- 6) Pay careful attention during lecture.
- 7) Take copious notes on subjects discussed in class.
- 8) Rewrite your notes at your earliest possible convenience, preferably on computer.
- 9) Complete all homework assignments to the best of your ability.
- 10) Correct your homework in class, as each problem is discussed. Bring the appropriate textbook chapter(s) to class each day in order to follow along with the homework assignments.
- 11) In preparation for quizzes:
  - a) study your highlighted textbook notes.
  - b) study your class notes.
  - c) review the homework assignments.
  - d) review the key terms.
- 12) Try breaking your study of any subject into sessions of a maximum of two- to three-hours, as opposed to attempting marathon study sessions.
- 13) Identify other serious students in your class and create a study group.
- 14) Create 3"x5" "flash cards" with key points on them for review.

**Classroom Decorum:** I pledge to each of you to make every effort to make this class as inclusive as possible and to respect each of you as individual learners. I ask that you treat your fellow students and me similarly. In an effort to foster an academic atmosphere in our class, I ask you to abide by each of the following:

**Tardies:** At precisely 6:05pm, I begin lecture. Please make every effort to arrive on time. Arriving late is disruptive. If you are frequently late, this matter will be brought to your attention. You are responsible for any material missed due to tardiness. (**Note:** If I am ever late for class by more than 10 minutes, class is cancelled, unless a representative of the college tells you otherwise.)

**In-and-Outs:** In an effort to minimize distractions, please refrain from leaving and returning to the classroom. If you must leave during class, please do so quietly, so as to minimize disturbing your fellow students. A break of about 15 minutes will be given at about the midpoint of each class session.

**Cell Phones, etc.:** Turn off cell phones and any other electronic devices that may emit an audio signal. **DO NOT** answer cell phones in class. If you must take a cell phone call, have your phone set to “courtesy” (vibrate) mode, then leave the class quietly when the call is received. Do not listen to audio headphones during class. Recording of lectures is permitted.

**Cross-Chatter:** Limit cross-chatter. Although discussion is greatly encouraged, all discussions should be channeled through the instructor and should be on-topic.

**Sleeping:** Although I understand that, for many reasons, some of you may be sleep deprived, please do not use classroom time to catch up on your sleep. If you are unable to stay awake during class, do not attend class that day.

**Seating:** Once registration in this class is stabilized, you will be seated alphabetically. If you need a specific seat, due to a disability, you must bring documentation from *Disabled Students’ Programs & Services* with you on the second day of class.

**Gifts:** Periodically, students present gifts to me. Although this is very kind and, I understand, a common practice in many cultures, in the culture of the American college classroom it may appear to create a conflict of interest on the part of the instructor. Therefore, I ask that all students refrain from offering any gifts to me.

**Guests:** Please do not bring guests with you to class. This includes children, friends, your “ride home,” etc. Only students registered for the class are allowed to attend, with rare exception.

### **Critical Dates:**

Monday, August 25: First day of class

Friday, August 29: Last day to add a class

Friday, September 5: Last day to drop without a “W” and receive a refund

Friday, October 31: Last day for student initiated withdrawal

Tuesday, December 9: Final exam, 5:30-7:30pm

Friday, January 2, 2015: Grades available on WebAdvisor

I have received a copy of this syllabus. It was explained to me by the instructor. I concur with it and agree to abide by it.

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Student ID: \_\_\_\_\_