

Syllabus for: Financial Accounting	
Semester & Year:	Fall, 2015
Course ID and Section Number:	BUS-1A – E8091
Number of Credits/Units:	4
Day/Time:	MW/8:15-11:25a.m.
Location:	HU204
Instructor's Name:	Pat Wille
Contact Information:	Phone: 476-4802 Email: pat-wille@redwoods.edu
<p>Course Description: 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.</p>	
<p>Student Learning Outcomes: Upon conclusion of this class, students should be able to:</p> <ol style="list-style-type: none"> 1. Explain & apply Generally Accepted Accounting Principles (GAAP) and International Financial Accounting Standards (IFRS) using spreadsheets. 2. Distinguish between cash & accrual accounting, balance sheets, income statements and statements of cash flow. 3. Construct and analyze transaction records, internal controls, financial statements, and financial ratios using spreadsheets. 4. Identify the ethical implications in financial reporting and apply strategies for addressing them. 	
<p>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 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.</p>	
<p>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.</p> <p>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</p> <p>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.</p>	
<p>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.</p>	

Prerequisites: Math 380, Elementary Algebra

Required Textbook: Fundamental Accounting Principles, 22nd Ed.; Wild, Shaw & Chiappetta; McGraw Hill Publishing; ISBN: 9780077632977

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

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. The final two-quizzes will be given during the final exam period. Missed quizzes will be scored as 0. There are no make-up quizzes. Quiz results comprise 100% of your grade. **Note:** A letter grade of "C," or higher, must be achieved to pass this class to take BUS-1B, *Managerial Accounting*.

Grade Breakdown (no plusses or minuses are awarded):

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*® forms, #2 (HB) lead pencils and *Pink Pearl*® erasers must be used and must be provided by you. I will provide calculators. You may not use your own calculators. Quizzes will be reviewed immediately following their conclusion.

Extra Credit: There is no extra credit! Your final grade will be determined entirely from the results of your quizzes. Please do not ask to do an extra credit project.

Communications: If possible, please communicate with me via email. I check my CR email at least once each weekday and will respond ASAP to any emails that you send.

Excessive Absence Policy: Redwoods Community College District has an excessive absence policy, which allows instructors to drop a student after the census date and anytime throughout the end of the 10th week of the semester.

Instructors are able to define their own excessive absence criteria. For the purpose of this class, excessive absence is six(6) absences. Any student having six absences by the last drop date, Friday, October 30, will be dropped from the class. Students reaching six absences after that date will receive a final grade of "F." There will be no exceptions. Make certain to sign the attendance sheet each day.

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.
- 15) Visit the following website: www.mhhe.com/wildfap21e Click on "student edition" in the lower left corner.

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 8:15am, 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.

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 24: First day of class

Friday, August 28: Last day to add a class

Friday, September 4: Last day to drop without a “W” and receive a refund

Monday, September 7: Labor Day, Holiday

Monday, October 5: Instructor’s floating holiday – no BUS-1A class

Friday, October 30: Last day for student/instructor initiated withdrawal; no refund; “W” will appear on record

Monday, November 9: Veterans’ Day, Holiday

Monday, December 7: Final exam, 3:15-5:15pm

Monday, January 4, 2016: Grades available on WebAdvisor for transcript release

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: _____