

Syllabus for: Bus 180 Principles of Accounting – Del Norte Education Center

Semester & Year	Fall 2016	
Course ID and Section #	Bus 180 D1208	
Instructor's Name	David Slagle	
Day/Time	T TH 5:15PM-8:30PM	
Location	DS1	
Number of Credits/Units	3	
Contact Information	<i>Office location</i>	
	<i>Office hours</i>	By appointment
	<i>Phone number</i>	N/A
	<i>Email address</i>	David-Slagle@Redwoods.edu
Textbook Information	<i>Title & Edition</i>	College Accounting 22E, Bundle
	<i>Author</i>	Heintz & Parry
	<i>ISBN</i>	9781337495110

Course Description

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.

Student Learning Outcomes

- 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 at 707-464-2352.

Academic Support

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

Academic Honesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and may be

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reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website

at: www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.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 website.

Disruptive Classroom Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; physically or verbally abusive behavior. In such cases, where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

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Emergency Procedures for the Del Norte campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Crescent City campus emergency map is available at (<http://www.redwoods.edu/District/Maps/dnmap.asp>). For more information on Public Safety, go to <http://redwoods.edu/safety/> In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the campus authorities.

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus, you can receive an alert through your personal email, and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety, [707-476-4112](tel:707-476-4112), security@redwoods.edu, if you have any questions.

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 2016, Section D1208

Instructor: David Slagle
Office Hours: By appointment
Email: david-slagle@redwoods.edu

Class: Tuesday and Thursday, 5:15 p.m. to 8:30 p.m.

Classroom: DS 1

This is a 3 unit lecture /lab course.

Materials Required: Textbook: College Accounting, By Heintz & Parry, 22 Edition (Cengage Learning 2015), Bundle ISBN 9781337495110

Study Guide Working Papers

Trey's Fast Cleaning Service Practice Set for College Accounting

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Evaluation and Grading

Grades will be earned and based on the following percentage;

Quizzes	10%	<u>Grades</u>	
Homework	10%	90-100%	A
Exams	60%	80-89%	B
Practice Set	<u>20%</u>	70-79%	C
	100%	60-69%	D
		<69%	F

Quizzes

At the beginning of most classes a quiz will be given. The purpose of the quiz is to allow the student and teacher to gain insight into the students understanding of accounting concepts being covered. A missed class will result in a zero for that quiz as there are no make-up quizzes given.

Homework

Homework will be assigned at the end of each class normally. The homework will be turned in at the beginning of the following class. Homework will be graded for completeness. The homework will be returned to the student and will be covered in class. Some homework problems may be done in class. Homework is essential to acquire the necessary skillset needed to be successful in this class and in the bookkeeping profession.

Practice Set

The Trey's Fast Cleaning practice set is being used to apply the acquired knowledge of the student to an actual business situation. The knowledge acquired during the course will be implemented along with the determination and diligence required in the accounting field.

Participation

No grade or credit will be assigned for participation in class activities. Student participation will enhance the course content and is encouraged.

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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. Students plagiarizing or cheating on exams will receive an "F" in the course.

Qualifier/Disclaimer

The goal of this class is to introduce students to the fundamentals of accounting. If we do not cover all of the course work planned or other modifications to the program to accomplish our goal of the basic understanding of accounting principles that is what will be done. I look forward to teaching this class and hope you as students will make a diligent effort to understand and learn the accounting principles that will add to your business and financial knowledge.