

Syllabus for Financial Accounting – Eureka Campus

Semester & Year	Fall, 2016	
Course ID and Section #	BUS-1A E0391	
Instructor's Name	Pat Wille	
Day/Time	MW / 8:15-11:25am	
Location	Humanities 204	
Number of Credits/Units	4	
Contact Information	<i>Office location</i>	AT100
	<i>Office hours</i>	by appointment, only
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Textbook Information	<i>Title & Edition</i>	Fundamental Accounting Principles, 22 nd ed.
	<i>Author</i>	Wild, Shaw & Chiappetta
	<i>ISBN</i>	978-0-07-763297-7

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. This course includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

Student Learning Outcomes

1. Explain the nature of current assets and related issues, including the measurement and reporting of cash and cash equivalents, receivables and bad debts, inventory and cost of goods sold as well as the valuation and reporting of current liabilities, estimated liabilities, and other contingencies.
2. Identify and illustrate issues relating to long-term asset acquisition, use, cost allocation, and disposal.
3. Distinguish between capital and revenue expenditures.
4. Identify and illustrate issues relating to long-term financing through debt and equity decisions, including issuance, valuation, and retirement of debt (using time value of money techniques), issuance and repurchase of capital stocks, and dividends.
5. Explain the importance of operating, investing and financing activities reported in the Statement of Cash Flows.

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 707-476-4280.

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.

Syllabus for Financial Accounting – Eureka Campus

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/or exam and 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:

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; and 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:

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.

Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (http://www.redwoods.edu/Eureka/campus-maps/EurekaMap_emergency.pdf). 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 Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

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

Syllabus for Financial Accounting – Eureka Campus

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 at 707-476-4112 or 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.

Prerequisites: Math 380, Elementary Algebra

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.

Homework assignments area as follows (note: all problems are set ‘A’):

Chapter 1:	Qs-2,4,6,12; Ex-3,4,6,7; Pr-1,2,9
Chapter 2:	Qs-1,2,4,8; Ex-1,4,9,13,16,17,18,19; Pr-1
Chapter 3:	Qs-1,2,5,19; Ex-3,8; Pr-3
Chapter 4:	Qs-1,5,6,7,8,9,11; Ex-4,9; Pr-2
Chapter 5:	Qs-1,2,4,5,7,8; Ex-7,14,17; Pr-1,5
Chapter 6:	Ex-1,13; Pr-1,2,5,9,10

Chapter 7:	Qs1,2,3; Ex-10; Pr-1
Chapter 8:	Qs-2; Ex-3,12; Pr-1,3,5
Chapter 9:	Qs-1,2,3,11,12; Pr-1,2,3,5
Chapter 10:	Qs-7,11,13; Ex-11,12,13,17,18,19,20,23; Pr-1,2,3,5,6,7
Chapter 11:	Qs-1,2,3,8,10,13; Pr-1,3,4,5,6

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 90% of your grade. A final paper, due at the final exam period, will comprise the final 10% of the grade. Details of that paper will be distributed later in the semester. **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 and your term paper. 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, November 4, 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:
http://highered.mheducation.com/sites/0077862279/information_center_view0/index.html
 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 29: First day of class
- Friday, September 2: Last day to add a class
- Monday, September 5: Labor Day, Holiday
- Friday, September 9: Last day to drop without a "W" and receive a refund
- Monday, October 3: Instructor's floating holiday – no BUS-1A class
- Thursday, October 27: Last day to petition to graduate or apply for certificate
- Friday, November 4: Last day for student/instructor initiated withdrawal; no refund; "W" will appear on record
- Monday, December 12: Final exam period, quizzes 11 & 12, 8-9:55am
- Monday, January 9, 2017: 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: _____ CR Email: _____

Student ID: _____