

ON-LINE ORIENTATION & SYLLABUS

THIS SYLLABUS IS PREPARED AND DESIGNED TO BE USED AS AN INTRODUCTION AND ORIENTATION FOR THE COURSE. YOUR UNDERSTANDING OF ITS CONTENTS IS EXTREMELY IMPORTANT AND THEREFORE EACH STUDENT'S RESPONSIBILITY.

Financial Accounting (Acct. 1A) Internet/online

Instructor: **Walter G. DeAgüero, MBA**

Office: BGS 203

<http://www.saddleback.edu/maps/documents/map.pdf>

Office hours: *Virtual/online*

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Term/semester: *Spring 2010* Dates: *1/11/2010 – 5/20/2010 (17 weeks)*

Ticket # 14780: *Internet/online*

Ticket # 14785: *Internet/online*

Ticket # 21715: *Internet/online*

COURSE DESCRIPTION

The study of accounting as an information system using a double-entry accounting method. The financial accounting cycle includes journalizing and posting, as well as the study of financial statements, merchandising operations, manual and electronic accounting systems, cash and short-term investments, receivables and notes, inventories, plant assets and depreciation, current liabilities, notes payable and payroll, financial statement disclosures, long-term liabilities, partnerships, corporations, stockholder's equity, earnings, dividends, and investments in stock.

COURSE OBJECTIVES

(Upon completion of this course, the student will be able to)

1. Describe the basic financial accounting concepts and principles.
2. Describe accounting systems for service and merchandising enterprises.
3. Describe accounting concepts and principles for corporations.
4. Describe financial accounting concepts and principles for analyzing business operations.

REQUIRED STUDENT RESOURCES

(Course & Lecture Notes, textbook Package, Homework Manager, access code, etc.)

Course & Lecture Notes, Financial Accounting-2007: published by Walter G. DeAgüero (available only thru the Saddleback College Bookstore)

Financial & Managerial Accounting-2007: Saddleback College Custom “*textbook Package*” (including: **Homework Manager** with access code; Best Buy 2007-Annual Report, and e-Book), by John Wild & Barbara Chiappetta, 2nd edition, McGraw-Hill/Irwin Publishing Company, ISBN 978 007-7985684 / 007-7985680 **(also used in Managerial Accounting – Accounting 1B)**

Please note; a special reduced/low price has been negotiated with the Publishers for Saddleback and Irvine Valley College students who purchase the “textbook Package.”

The “*textbook Package*” with the ISBN listed above is available through the Saddleback College Bookstore or its website:

<http://www.bkstr.com/CategoryDisplay/10001-9604-10239-1?demoKey=d>

Once you have purchased the “*textbook Package*,” logon & follow the instructions at: www.mhhe.com/wild for your complimentary **e-Book** registration and use.

The following **website** is provided, at no additional cost, by the textbook publisher for students who purchase the “*textbook Package*”. This site provides added instructional/learning opportunities for accounting students. http://highered.mcgraw-hill.com/sites/0073526681/student_view0/

The “textbook Package” is required for the class and nothing else is acceptable. Earlier or previously purchased/used access codes will not work. Therefore, purchase only new materials.

PURCHASE THESE NEW TEXTBOOK MATERIALS IMMEDIATELY.

ACCESS & using “BLACKBOARD”

Go online to <http://soccdd.blackboard.com>, click "Logon." Complete instructions are available to the left of the "Username" and "Password" boxes. If, after following the instructions, you are unable to access **Blackboard**, you may email Sheri Nelson at snelson@saddleback.edu for assistance. Include your name, student ID, your four-digit PIN and your Course ID (Acct 1A).

Blackboard - FAQ's: Students may find the following site helpful in getting started and using Blackboard: <http://www.saddleback.edu/de/documents/BBInfoandFAQ.pdf> Be advised that the class is not on-line and active until the first official day of the term/semester.

POLICIES, COURSEWORK, HOMEWORK REQUIREMENTS, PROCEDURES, TESTING, PROJECTS, METHODOLOGIES, DUTIES, ASSIGNMENTS, RESPONSIBILITIES & GRADING

The entire class, including this **ON-LINE ORIENTATION**, is carried out by electronic means and thru the Blackboard site for the course. All homework assignments, projects, tasks, quizzes, and other coursework is satisfied electronically and online. Accordingly, there are **NO** class sessions or meetings held on the Saddleback College campus or any other physical site or location.

This **ON-LINE ORIENTATION** is conscientiously detailed and presented; therefore I do not provide students with personal or one on one explanation's of its contents. If there is anything you do not understand I suggest you drop the class immediately.

However: during the term please feel free to **contact me** with your inquires concerning; subject matter, course content, lecture/discussion issues, or topic area questions in the class.

This course, Financial Accounting - Accounting 1A, will cover **chapters 1 thru 13** included in the required "**textbook Package**" for the class. Subject matter from these chapters which will be covered during the term/semester is outlined on page seven of this document.

The **Course & Lecture Notes** will be extremely valuable, useful and helpful in understanding what is important and meaningful in the class as well as what will be covered on the quizzes.

A high degree of motivation, desire, time and hard work will be expected, this course is similar to the **independent study** approach used in college level coursework. One's success and hence your **grade in the class will reflect your overall effort.**

Students who travel or are away at any time during the term are still responsible for completing and submitting homework assignments, quizzes and projects in the time limit required and before the scheduled completion point. **NO EXCEPTIONS WILL BE MADE CONCERNING THIS POLICY.**

Anyone caught cheating, breaking the rules, or engaging in plagiarism will be **DROPPED** from the class.

During the term, we will cover approximately one chapter per week. Some chapters require more time and some less. The **Assignments** page on the **Blackboard** site for the class specifies how to prepare for each chapter by following these five steps:

1. **Chapter Reading**, Quick Checks, and Demonstration Problem (1-2 days)
2. Course Documents - multiple choice & true/false-**Practice Quizzes** (1 day)
3. Other **Course Documents** - select from those available (1-3 days)
4. Exercises & Problems - thru **Homework Manager** (1-3 days)
5. **Graded Chapter Quizzes** - thru Homework Manager (1 day)

Specific preparation and **due dates** for every study lesson, homework assignment, quiz and project, will be announced in the future, as the course progresses.

You will be expected to read the chapter material and complete all chapter assignments when required to do so. Non-completion of any or all homework assignments, quizzes or projects will be sufficient grounds for being **DROPPED** from the course.

Every student is required to use their **Saddleback College email address** to send and receive all correspondence for the class. When e-mailing your instructor, include the words **ACCT 1A and class ticket #** as part of your subject field. If you choose to use your personal e-mail address to receive messages you must link/connect to your Saddleback College e-mail address. This can be accomplished by going to the "MySite" link <https://www1.socccd.cc.ca.us/portal/> on the Saddleback home page and completing the following steps:

1. Enter: Login name & password;
2. Click: Email;
3. Click: Web Email;
4. Enter: Username and password;
5. Click: Options;
6. Click: Settings;
7. Enter: Your existing/personal email address in the "Mail Forwarding" box;
8. Click: Save Changes;

Remember to include the words **ACCT 1A and class ticket #** as part of your subject field of your e-mail when corresponding with your instructor.

Your instructor assumes **every individual** enrolled in the class possesses strong or advanced computer/internet experience or has completed an online/web based college level course. In addition, students must own and have unlimited access to a relatively new laptop/notebook/desktop PC. This is essential in order to utilize the multifaceted software used in the class during the term/semester. If these requirements are a problem, you should consider enrolling in an Accounting 1A course that is offered in a traditional classroom setting.

Everyone in the class is expected to understand and be proficient at using "MySite" and knowing your login/username and password before enrolling in this course. (See instructions on the **Blackboard** logon page)

Every student must have your **current name and home address** on file with the Admissions & Records office; if not immediately initiate the changes with Saddleback College A.S.A.P. Your instructor reserves the right to use all means of communication with those enrolled to promote and accommodate the objectives of the course.

Free tutoring for students taking accounting courses is available through the Learning Assistance Program (LAP) located in the Library, room 114, and phone – (949) 582-4519.

Library Resources: Video tapes are available and may be viewed at the SADDLEBACK COLLEGE LIBRARY and are available at the AUDIO-VISUAL DESK (949-582-4874) located on the second floor. Due to budgetary constraints, we do not have tapes available for checkout and there are no facilities for duplicating. There are, however, a limited number of tapes available for lease in the library.

Saddleback College Library Hours

(Hours are subject to change; please call 949-582-4314 to verify.)

Monday - Thursday:	8 am to 9 pm
Friday:	8 am to 4 pm
Saturday	11 am to 5 pm

ACCESS & using HOMEWORK MANAGER

Once you are in the **Blackboard** website for the course, students are required to register with **Homework Manager**. Use the 20 digit code included with the “**textbook Package**” you purchased in order to gain access to **Homework Manager+**. The link to gain admittance to **Homework Manager** can be found by going to the **Homework Manager** link located within the course menu on the left side of the screen on the **Blackboard** homepage of this class.

Remember, **Homework Manager** is the tool necessary to complete your homework **Exercises and Problems** as well as the **Graded Quizzes**. It is wise that the same login/username, password and college email address used to access the Blackboard site for this course be used for **Homework Manager**. Students will log onto **Blackboard** to check **Announcements** as well as entering **Homework Manager**. After students have registered for Homework Manager, the login procedure is the same for completing problems and exercises as well as completing graded quizzes when using Homework Manager.

EXERCISES & PROBLEMS (QUESTIONS) using HOMEWORK MANAGER

Exercises and Problems, from your textbook, are assigned as homework. For each chapter, complete these assignments using **Homework Manager**. These assignments along with the templates included in Course Documents expose students to Excel spreadsheet applications as well as the entire accounting cycle.

ALL coursework and other assignments to prepare for this course are found by clicking on the Assignments link on the home page for the class. This includes the required **Homework Manager** questions that are the same as the Exercises & Problems at the conclusion of each chapter in the textbook. **Homework Manager** is the online system used in completing these Exercises & Problems (questions) and the **Graded Chapter Quizzes**.

Before the term/semester ends, the **Homework Manager** questions (**Exercises & Problems**) must be **completed and accurate to earn the points possible**. However, it is strongly recommended that these assignments are completed and finished on a regular basis in order to prepare students for the weekly quizzes. In addition, the **Exercises & Problems**, using **Homework Manager** are reworkable until they are correct.

When using **Homework Manager**, students are required to **close** an active chapter before the system will allow a second one to be opened and attempted. In other words, students cannot work on more than one chapter at a time. Therefore, **close** any chapter that is open before trying to open a different chapter.

GRADED CHAPTER QUIZZES using HOMEWORK MANAGER

Of the **Graded Chapter Quizzes on Homework Manager** (13 chapter quizzes); each student's two lowest, missed or incomplete quiz score will be omitted when determining your grade in the class. Therefore, each student's **eleven highest/best quiz scores** will be used in calculating total quiz points in the class. Be advised, the **times** given on Homework Manager are **East Coast**.

The **Graded Chapter Quiz** for each chapter is accessible only thru **Homework Manager**. Approximately 70% of a student's grade in the course is based on graded quiz scores/points and be advised there are **NO** make-up quizzes or assignments in the class.

TEAM/GROUP PROJECT

Students will form small **teams/groups** with the objective of each group preparing a written analysis and evaluation of a publicly traded corporation (assigned by your instructor). This project will be assigned sometime after the halfway point in the term/semester. The presentation will require internet-based research.

Grading on the **team/group project** will be both qualitative and quantitative. The team/group grade earned for the team assignment will be the grade assigned to each student within the group. Students will receive project credit only if they participate with the others in their team/group.

Each **team/group** will be required to prepare and write a paper by accessing the Internet and completing research on the company the team is delegated. Each team's written paper will present, describe and explain each of the following four topics, as they pertain to the company's business operations and practices (**teams will submit one paper containing all four parts**):

1. History & background
2. Products & services
3. Ethical position and practices
4. Uses of Technology

Unless specified otherwise, **Teams/groups** will consist of **four members**; each member of the team will be required to select and write on one of the above four topics. There is no minimum or maximum regarding the length of the paper, however use common sense and good judgment. Papers submitted should "appear" as though one individual wrote it, using **MLA format**, (same type style, font size, and margins, etc.). The due date for this assignment will be announced in the future. On or before the due date, teams will be required to submit their work as an e-mail attachment. Be sure and include the ticket # of the class in the subject field of your e-mail.

When the team/group project is assigned; and you have made several attempts at contacting the other team members and one or more doesn't respond, continue the project only with the active members of the group. For example, if there are only three active members of the team remaining, the group is only responsible for three project topics. It is up to the remaining members to choose which of these topics to select.

Chapters in the textbook/e-Book to be covered during the term/semester

<u>Chapter</u>	<u>subject / theme / focus / topics</u>
1.	An Introduction to Accounting and the importance of monetary and accounting information in business, commerce and the financial system.
2.	Analyzing, interpreting, classifying, processing, and recording business transactions and events using double-entry accounting.
3.	Adjusting the accounts, closing the accounts, and introducing the major financial statements.
4.	Accounting for Merchandising Operations; including purchases, sales, discounts, returns, freight charges, and completion of the accounting cycle.
5.	Inventories; items in the inventory, various costing systems, inventory valuation, recording methods, and cost of goods sold.
6.	Cash and Internal controls; cash transactions, cash in cyberspace, control of cash, and electronic banking activity.
7.	Accounts and Notes receivable; recognition, recording, valuation, non-collection, bad debts, settlement, and disposal.
8.	Long Term Assets (fixed/plant/non-current/intangible): cost determination; recording acquisition, depreciation, depletion, amortization and disposal.
9.	Current Liabilities; definition, classification, determination, types, estimation, uncertainty, contingency, recognition and recording.
10.	Long Term Liabilities (Bonds and Notes): pricing and valuation, issuance and sale, premiums, discounts, and repurchase/retirement.
11.	Corporate Transactions, Reporting and Analysis; organization and characteristics, stock issuance and sale, dividends and splits, repurchase and retirement.
12.	Statement of Cash Flows; introduction and fundamentals, operating activities, investing activities, financing activities, and non-cash activities.
13.	Financial Statement Analysis: introduction and uses; comparative statements; fundamental analysis including the liquidity, solvency, and profitability ratios.

Class Assignments using “Course Documents” & “Homework Manager”

Exercises & Problems listed below are at the end of each chapter in the textbook
and also found as the questions in “Homework Manager.”

Chapter	“Course Documents” (within Blackboard)	Exercises (Homework Manager)	Problems (Homework Manager)
1	Select and study the documents you prefer.	4, 5, 6, 7, 8, 13	4A, 6A
2	Select and study the documents you prefer.	1, 4, 6, 8, 9, 10, 11, 12, 16	1A, 2A, 3A, 5A (All-Req#1 only)
3	Select and study the documents you prefer.	1, 2, 4, 6	1A, 3A(Req#1 only), 5A
4	Select and study the documents you prefer.	1, 2, 3, 6, 10	1A, 2A, 4A
5	Select and study the documents you prefer.	1, 3	1A
6	Select and study the documents you prefer.	5, 8, 9	3A, 4A
7	Select and study the documents you prefer.	3, 8	2A, 3A, 5A
8	Select and study the documents you prefer.	1, 2, 4, 8, 12	5A, 6A
9	Select and study the documents you prefer.	1, 6, 7	1A
10	Select and study the documents you prefer.	1, 2, 4, 6, 7	1A, 2A
11	Select and study the documents you prefer.	2, 3, 4, 5, 7, 10,	2A, 3A, 4A
12	Select and study the documents you prefer.	1, 6, 8, 9, 10	1A, 4A
13	Select and study the documents you prefer.	7, 8, 9, 10, 11	4A, 5A

When you complete & submit (grade) the above online homework assignments they are automatically recorded.

The various **Homework Manager** questions are the same as the Exercises and Problems at the conclusion of each chapter in the textbook. For example in Chapter One: Homework Manager question #1 is Exercise 1-4 in the textbook and Homework Manager question #7 is Problem 1-4A in the textbook. After you complete the homework assignments using Homework Manager, you have finished your homework requirement for the chapter.

Homework Manager – FAQ’s: Students may find the following site helpful in getting started and using Homework Manager: <http://mh2.brownstone.net/modules/guides/HMUserGuide.pdf>

Contact **McGraw-Hill Tech Support** at 1-800-331-5094 with **technical** problems or concerns regarding **Homework Manager** assignments.

Important Deadline dates:

- Jan. 22-----Last day to drop and receive refund
- Feb. 18-----Last day to apply for CR/NCR
- Feb. 18-----Last day to drop without a “W” grade
- Apr. 8-----Last day to drop with a “W” grade

IF YOU FAIL TO OFFICIALLY DROP and do not complete the course, YOU WILL RECEIVE AN "F" ON YOUR TRANSCRIPTS and PERMANENT RECORD.

As a reminder, it is each student's responsibility to check Announcements every day for all study lessons, homework assignments, quizzes, projects and other coursework.

POINT DISTRIBUTION

Homework Assignments - Graded Chapter Quizzes - Team/Group Project

<u>ACTIVITY</u>	<u>POINTS</u>
Homework Assignments using Homework Manager (exercises & problems) (All of these must be completed no later than May 16th at 8:00pm local time)	90
Graded Chapter Quizzes using Homework Manager (11/13 - one per chapter/two omitted, 25 points each)	275
Team/Group Project-History/Products/Ethics/Technology (Assigned when term/semester is approximately 2/3 completed)	35
Total	400

POINT ALLOCATION & GRADING SCALE

<u>Points</u>	<u>Grade</u>
360 - 400	(90% - 100%) = A
320 - 359	(80% - 89%) = B
280 - 319	(70% - 79%) = C
240 - 279	(60% - 69%) = D
0 - 239	(0% - 59%) = F

As indicated above, **Grading** is based on a traditional 90, 80, 70, 60% scale, I **do not** grade on a curve.

For obvious and precautionary reasons, I **do not make available answers** to questions from the **Graded Chapter Quizzes** that are completed using **Homework Manager**. If necessary, the last quiz in the class will include chapters covered following the preceding quiz. It is important to understand there is **no traditional mid-term or comprehensive final exam**.

Scores and points for all Homework Manager graded chapter quizzes and homework assignments are accrued within the **Homework Manager** website. Members of the class are required to maintain their individual ongoing point totals throughout the course. Therefore, students are responsible for knowing their own **in-progress grade** during the term/semester.

There are **NO opportunities for extra credit** in the class. Your instructor does not believe in assigning extra credit. My philosophy is straightforward; students should devote their time, effort and energy completing the assignments **required** for the course.

Please bookmark this document under favorites, save it as a file, or print a copy for your records. Remember, this document discloses and explains everything you are responsible for in the course.