

SYLLABUS & INTRODUCTION

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

Financial Accounting (Acct. 1A) Classroom/traditional

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

Office: BGS 203 Classroom: BGS 252
<http://www.saddleback.edu/maps/documents/map.pdf>

Office hours: *Mon. & Wed. 8:10 – 9:00 & 11:20 – 12:00*

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

Ticket # 14765: *Mon. & Wed. 9:00am – 11:20am*

Ticket # 14775: *Mon. & Wed. 12:00pm – 2:20pm*

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

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.

In order to be aware of all study lessons, homework assignments, exams, projects and other coursework; it is each student's responsibility to **attend class** on a daily basis.

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 exams.

A high degree of motivation, desire, time and hard work will be expected; one’s success and hence your **grade in the class will reflect your overall effort**.

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

Questions on all **exams** consist of objective **multiple-choice problems**. These questions reflect the material and work covered in class as well as various exercises and problems completed using Homework Manager+. A student’s ability to understand and **solve accounting/business related problems/transactions** will dictate one’s success on the exams.

Once an exam has started, in progress, or ended; **no make-up exam** will be permitted unless students notify the instructor as to their nonattendance beforehand. Therefore, **notification is required before the exam starts in order to be allowed to take a make-up exam. NO EXCEPTIONS WILL BE MADE CONCERNING THIS POLICY.** Be advised, approximately 62% of a student’s grade in the course is based on exam points/scores.

The final exam will concentrate on chapters covered following the preceding chapter(s) exam. It is important to understand there is **no traditional mid-term or comprehensive final exam**.

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

Specific preparation and **due dates** for every study lesson, homework assignment, exam, project and any other coursework 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, exams, projects or poor attendance will be sufficient grounds for being **DROPPED** from the course.

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. Your instructor prefers meeting with students personally during office hours as the semester/term progresses.

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 course possesses strong or advanced computer/internet experience. 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. Students may use PC workstations located in any of the computer labs at Saddleback College for carrying out homework assignments.

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**. 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**.

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 homework assignments and other work to prepare for this course will be found within this document including the list of homework assignments at the end of this syllabus. **Homework Manager+** is the online system used in completing the **Exercises & Problems**.

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 regular exams. 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.

TEAM/GROUP PROJECT

Students will form small **teams/groups** with the objective of each team/group preparing an oral presentation and 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 oral presentation and written analysis 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/group 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 speak and write a paper by accessing the Internet and completing research on the company the team is delegated. Each team's oral presentation and 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 speak, and write on one of the above four topics. Each member of the team/group is required to talk for five minutes. Regarding the written portion of the assignment, 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 presentation and due dates for this assignment will be announced in the future.

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 Manager” 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

POINT DISTRIBUTION

Chapter Examinations - Team/Group Project - Homework Assignments

<u>ACTIVITY</u>	<u>POINTS</u>
Chapter examinations, including final (4 exams x 50 points each)	200
Team/group project-History/Products/Ethics/Technology	35
Homework assignments using Homework Manager (Exercises & Problems) (All of these must be completed no later than May 16 th at 8:00pm local time)	90
Total	325

POINT ALLOCATION & GRADING SCALE

<u>Points</u>	<u>Grade</u>
292 - 325	(90% - 100%) = A
260 - 291	(80% - 89%) = B
227 - 259	(70% - 79%) = C
195 - 226	(60% - 69%) = D
0 - 194	(0% - 59%) = F

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

Scores and points for all Homework Manager questions are accrued within the **Homework Manager** website. Therefore, students are responsible for knowing their own **in-progress homework points** during the term/semester. Consequentially, students are required to record and maintain all of their own exam, homework, project or other coursework points/scores.

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.

Finally, as a reminder, it is **each student's responsibility** to attend every class session; to be aware of **all** material covered, subject matter presented, study lessons mandated, homework required, exams scheduled, projects assigned or other important coursework.

Please retain this printed syllabus, bookmark as an on-line page under favorites, save it as a file, or if necessary print another copy for your records. Remember, this document discloses and explains everything you are responsible for in the course.