

Basic Course Information

Semester	Fall 2016	Instructor Name	Elena Wayne
Course Title & #	Business 210	Email	Elena.wayne@imperial.edu
CRN #	10156	Webpage (optional)	
Room	3109	Office	Room 809
Class Dates	8/15/16 – 12/9/16	Office Hours	E-mail to schedule appt.
Class Days	Tuesdays & Thursdays	Office Phone #	emwayne92251@yahoo.com
Class Times	6:30 – 9:05 p.m.	Office contact if student will be out or emergency	emwayne92251@yahoo.com or elena.wayne@imperial.edu
Units	4.0		

Course Description

Theory and practice of accounting applicable to recording and reporting of business transactions for proprietorship, partnerships, and corporations as they relate to external use. Includes the study of asset, liability and equity accounts; revenue and expense recognition; inventory accounting; stockholder equity, earning, and dividends; long term bonds and investments; and statements of cash flows. (CSU, UC)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Analyze and record basic business transactions using double entry accounting method in accordance with generally accepted accounting principles (GAAP). (ILO1, ILO2, ILO3)
2. Prepare a Balance Sheet, Income Statement, and Statement of Cash Flows for one accounting cycle. (ILO1, ILO2, ILO3)
3. Analyze and record business transactions for Accounts Receivable, Inventories, Long-Term Assets and Investments. (ILO1, ILO2, ILO3)
4. Analyze and record business transactions for Accounts Payable, Notes, Mortgages, Leases, Bonds, and Capital Stock. (ILO1, ILO2, ILO3)

Course Objectives

MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Describe and evaluate the purposes and uses of accounting information.
2. Demonstrate and evaluate the basic accounting theory, principles and practices of the accounting cycle for a single proprietorship, partnership, and corporation in the operation of a service and merchandise concern.
3. Compare and contrast accrual and cash basis accounting systems.
4. Identify the principles and limitations of internal controls.
5. Analyze and evaluate the accounting issues related to cash principles and practices; calculate the different inventory costing methods which are generally acceptable in current business practice.
6. Calculate, compare, and contrast the different depreciation methods which are generally acceptable in current business practice.
7. Demonstrate and evaluate the accounting methods used for accounting for current liabilities.
8. Demonstrate an understanding of stockholders equity reporting requirements.
9. Describe and analyze the impact of the Sarbanes-Oxley Act and IFRS on current accounting environment.
10. Analyze financial performance of firms using ratios.

11. Identify the ethical issues in financial reporting and evaluate the impact of transparent financial disclosures on ethical decision making.

Textbooks & Other Resources or Links

Warren, Carl S., Reeve, James M. & Duchac, Jonathan E. (2014). *Financial & Managerial Accounting* (12e). South-Western Cengage Learning. ISBN: 978-1-133-95242-8

CengageNOW needed for homework assignments

Course Requirements and Instructional Methods

Homework Assignments: During class time we will go over practice exercises and additional homework will be on the Cengage Now website. Out of class assignments include reading, study time for exams/quizzes and completion of assignments by designated due dates.

Cengage Tests/Take Home Quizzes: 5 quizzes/take home tests will be taken on the Cengage website or distributed in hard copy that will help students prepare for exams given during class time. These tests will have a specific due date and time and late quizzes will not be accepted.

Exams: 5 exams will be given during class on the dates outlined in the schedule so please plan accordingly for study time. There will not be any make-up exams. **Scantron forms are required for all quizzes and exams. Bring pencils, an eraser, and a calculator to each class session. Complete all work in pencil. Calculators are needed for all exams. Cellular phones may not be used as calculators for exams.**

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Grading Scale:	A	90% - 100%	675-750 points
	B	80% - 89%	600-674 points
	C	70% - 79%	525-599 points
	D	60% - 69%	450-524 points

Grading: **Cengage Tests/Take Home Quizzes (75 points)**
5 quizzes worth 15 points each

In class Exams (500 points)

Exam 1	Chapters 1 & 2	100 points
Exam 2	Chapters 3 & 4	100 points
Exam 3	Chapters 5, 6 & 7	100 points
Exam 4	Chapters 8 & 9	100 points
Exam 5	Chapters 10 & 11	100 points

Homework & Class Projects (175 points)

Homework will be collected and graded at the instructor's discretion

Projects related to various chapters will be assigned throughout the course

Extra Credit Points: *Active class participation can earn up to an additional 30 points which will be awarded prior to the final exam. .*

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- **Food and Drink** are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- **Disruptive Students:** Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- **Children in the classroom:** Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related

documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- [Blackboard Support Site](#). The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- [Learning Services](#). There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule / Calendar

Week	Topic covered in class	Homework outside of class	Deadline
8/16-18	Introductions, Syllabus, Blackboard, Cengage Chapter 1: Introduction to Accounting Information	Post on Blackboard Forum Take home quiz for Chapters 1 & 2	6:30 p.m. 8/25/16 6:30 p.m. 8/30/16
8/23-25	Chapter 2: Analyzing Transactions		
8/30	<i>Review Take home quiz & Chapter 1 & 2 problems</i>	<i>Prepare for Exam 1: 1 & 2</i>	
9/1	Exam 1: Chapters 1 & 2		
9/6-8	Chapter 3: The Adjusting Process	Take home quiz for Chapters 3 & 4	6:30 pm. 9/20/16
9/13-15	Chapter 4: Completing the Accounting Cycle		
9/20	<i>Review Take home quiz & Chapter 3 & 4 problems</i>	<i>Prepare for Exam 2: 3 & 4</i>	
9/22	Exam 2: Chapters 3 & 4		
9/27-29	Chapter 5: Accounting for Merchandising Businesses	Take home quiz for Chapters 5,6,7	6:30 p.m. 10/13/16
10/4 -6	Chapter 6: Inventories		
10/11	Chapter 7: Sarbanes-Oxley, Internal Control, Cash		
10/13	<i>Review quiz and Chapters 5, 6 & 7 problems</i>	<i>Prepare for Exam 3: Chapters 5, 6 & 7</i>	
10/18	Exam 3: Chapters 5, 6 & 7		
10/20 - 25	Chapter 8: Receivables	Take home quiz Chapters 8 &9	6:30 p.m. 11/3/16
10/27- 11/1	Chapter 9: Fixed Assets & Intangible Assets		
11/3	<i>Review quiz and Chapters 8 & 9 problems</i>	<i>Prepare for Exam 4: Chapters 8 &9</i>	
11/8	Exam 4: Chapters 8 & 9		
11/10- 11/15	Chapter 10: Current Liabilities & Payroll	Take home quiz Chapters 10 & 11	6:30 p.m. 12/1/16
11/17	Chapter 11: Corporations, Stock Transactions, Dividends		
11/22- 24	Thanksgiving Break – No classes		
11/29	Chapter 11: Corporations, Stock Transactions, Dividends		
12/1	<i>Review quiz and Chapters 10 & 11 problems</i>		
12/6	Exam 5: Chapters 10 & 11	WINTER BREAK!!!!	

Tentative, subject to change without prior notice