

### Basic Course Information

|                  |                                 |  |                                 |
|------------------|---------------------------------|--|---------------------------------|
| Semester         | <b>Fall 2014</b>                | Instructor Name                                    | <b>Elena Wayne</b>              |
| Course Title & # | <b>Business 210</b>             | Email  | <b>Elena.wayne@imperial.edu</b> |
| CRN #            | <b>10241</b>                    | Webpage (optional)                                 |                                 |
| Room             | <b>804</b>                      | Office   | <b>Room 809</b>                 |
| Class Dates      | <b>8/19/14 – 12/11/14</b>       | Office Hours                                       | <b>E-mail to schedule appt.</b> |
| Class Days       | <b>Tuesdays &amp; Thursdays</b> | Office Phone #                                     | <b>Elena.wayne@imperial.edu</b> |
| Class Times      | <b>6:30 – 9:05 p.m.</b>         | Office contact if student will be out or emergency | <b>Elena.wayne@imperial.edu</b> |
| Units            | <b>4.0</b>                      |  |                                 |

### 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.

### 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

(optional) IVC Bookstore text+ Study guide + CengageNOW Printed Access Card ISBN: 9781305420052

(optional) For Cengage access code with ebook: <http://www.cengagebrain.com/shop/isbn/978-1-285-17982-7>

### 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 that will help students prepare for exams given during class time. These tests will have a due date/time. Students will not be given access to the test once the due date has passed.

**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 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

|                       |   |            |                |
|-----------------------|---|------------|----------------|
| <b>Grading Scale:</b> | A | 90% - 100% | 630-700 points |
|                       | B | 80% - 89%  | 560-629 points |
|                       | C | 70% - 79%  | 490-559 points |
|                       | D | 60% - 69%  | 420-489 points |

**Grading: Cengage Tests/Take Home Quizzes (150 points)**

|            |                |
|------------|----------------|
| Quiz 1 & 2 | 25 points each |
| Quiz 3     | 50 points each |
| Quiz 4 & 5 | 25 points each |

**In class Exams (550 points)**

|            |                 |
|------------|-----------------|
| Exam 1 & 2 | 100 points each |
| Exam 3     | 150 points      |
| Exam 4 & 5 | 100 points each |

**Extra Credit Points:** Active class participation can earn up to an additional 30 points which will be awarded prior to the final exam. There may also be additional bonus questions on selected exams depending on the discretion of the instructor.

### 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.
- 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

- 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 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 School 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 Help

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Study Skills Center (library). Please speak to the instructor about labs unique to your specific program.

- 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, 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. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities, please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

### Anticipated Class Schedule / Calendar

| Week      | Topic covered in class  | Homework outside of class   | Deadline                                    |
|-----------|---|---|---|
| 8/19-21   | Introductions, Syllabus, Blackboard, Cengage<br><br>Chapter 1: Introduction to Accounting Information | Post on Blackboard Forum<br><br>Take home quiz (Cengage) for Chapters 1 & 2 | 6:30 p.m.<br>8/26/14<br>6:30 p.m.<br>9/2/14 |
| 8/26-28   | Chapter 2: Analyzing Transactions   |   |   |
| 9/2       | <i>Review Take home quiz &amp; Chapter 1 &amp; 2 problems</i>   | <i>Prepare for Exam 1: 1 &amp; 2</i>  |   |
| 9/4       | <b>Exam 1: Chapters 1 &amp; 2</b>   |   |   |
| 9/9-11    | Chapter 3: The Adjusting Process  | Take home quiz (Cengage) for Chapters 3 & 4                                 | 6:30 pm.<br>9/23/14                         |
| 9/16-18   | Chapter 4: Completing the Accounting Cycle  |   |   |
| 9/23      | <i>Review Take home quiz &amp; Chapter 3 &amp; 4 problems</i>   | <i>Prepare for Exam 2: 3 &amp; 4</i>  |   |
| 9/25      | <b>Exam 2: Chapters 3 &amp; 4</b>   |   |   |
| 9/30-10/2 | Chapter 5: Accounting for Merchandising Businesses  | Take home quiz (Cengage) for Chapters 5,6 & 7                               | 6:30 p.m.<br>10/21/14                       |

Imperial Valley College Course Syllabus – Business 210 Fall 2014

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|                    |   |  |                           |
|--------------------|---|--|---------------------------|
| <b>10/7 -9</b>     | Chapter 6: Inventories                                  |  |                           |
| <b>10/14-16</b>    | Chapter 7: Sarbanes-Oxley, Internal Control, Cash       |  |                           |
| <b>10/21</b>       | <i>Review quiz and Chapters 5, 6 &amp; 7 problems</i>   | <i>Prepare for Exam 3: Chapters 5, 6 &amp; 7</i> |                           |
| <b>10/23</b>       | <b>Exam 3: Chapters 5, 6 &amp; 7</b>                    |  |                           |
| <b>10/28-10/30</b> | Chapter 8: Receivables                                  | Take home quiz (Cengage) for Chapters 8 &9       | <b>6:30 p.m. 11/13/14</b> |
| <b>11/4-6</b>      | Chapter 9: Fixed Assets & Intangible Assets             |  |                           |
| <b>11/11</b>       | <b>VETERANS DAY-No class</b>                            |  |                           |
| <b>11/13</b>       | <i>Review quiz and Chapters 8 &amp; 9 problems</i>      | <i>Prepare for Exam 4: Chapters 8 &amp;9</i>     |                           |
| <b>11/18</b>       | <b>Exam 4: Chapters 8 &amp; 9</b>                       |  |                           |
| <b>11/20</b>       | Chapter 10: Current Liabilities & Payroll               | Take home quiz (Cengage for Chapters 10 & 11)    | <b>6:30 p.m. 12/9/14</b>  |
| <b>11/25-27</b>    | <b>Thanksgiving Break – No classes</b>                  |  |                           |
| <b>12/2</b>        | Chapter 11: Corporations, Stock Transactions, Dividends |  |                           |
| <b>12/4</b>        | Chapter 10 & 11 problems                                |  |                           |
| <b>12/9</b>        | <i>Review quiz and Chapters 10 &amp; 11 problems</i>    |  |                           |
| <b>12/11</b>       | <b>Exam 5: Chapters 10 &amp; 11</b>                     | <b>WINTER BREAK!!!!</b>                          |                           |

**Tentative, subject to change without prior notice**