



Santiago Canyon College

Business & Career Technical Education Division

ACCOUNTING 101

FINANCIAL ACCOUNTING

Spring 2021

Section 95150

Tuesdays and Thursdays, 10:15am – 12:20p

Remote Live Format

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Zoom Office Hours: Tues. 12:30pm – 2:00pm, and by appointment

COURSE DESCRIPTION

The study of accounting as an information system, examining why it is important, and how it is used by investors and creditors to make decisions. Coverage includes the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. It also includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics.

Student Learning Objectives:

Upon successful completion of this course, students will be able to:

1. Use ratios, common-size and other pertinent analysis and research to determine the financial health of a company, given a set of financial statements for a company.
2. Record transactions and complete the accounting cycle producing the required financial statements for a company.

REQUIRED COURSE MATERIALS

Course Textbook

Accounting: Tools for Business Decision Making, Seventh Edition, WileyPLUS NextGen Card with (Loose-Leaf) Print Companion Set. Kimmel, P., Weygandt, J., Kieso, D. (2018). New Jersey: John Wiley & Sons Inc. ISBN 978-1-119-49490-4.

This is a special bundled edition for our course with reduced price. This set includes the required access to the WileyPlus online teaching tool required for course assignments. It also contains an eBook and other useful resources and study tools. A list of purchasing options is available in Canvas.

Technical Requirements

- You will need access to a modern computer and broadband internet access.
 - You must have dependable computer access with internet for this course. You are responsible for accessing Canvas on a regular basis to obtain course information, course announcements, and complete course assignments. You can access Canvas by logging on at: <https://rscdd.instructure.com/>

- You also need a webcam and microphone for use during class and for the exams.
- Our exams will also be proctored online. You need a device that meets the minimum requirements of the proctoring software. We expect to be using Examity proctoring software this semester. You can [check if your device meets minimum requirements by clicking this link](#).
- Caution: Tablets typically do not have the software or functionality to complete an online class in Canvas, though a Canvas App is available and provides some basic functionality. Contact me if you have any questions about the technology you will need to succeed in this class. You should use Google Chrome as your Canvas web browser.

Basic calculator

A simple inexpensive calculator that adds, subtracts, multiplies, and divides. You do not need a scientific or financial calculator.

CLASS PHILOSOPHY

This class is a community. We all have the same objective: to learn. Distance students often feel isolated but it is important to know you are not in this alone! I need each of you to approach our distance class with a great attitude and a willingness to help each other. Many problems and questions can be resolved by asking a fellow student. I am always here to help you but I truly believe your experience will be better if you communicate with your fellow students throughout the semester. Let's work together to make this semester great for everyone!

COURSE EVALUATIVE COMPONENTS

Activity:	Points per assignment	Total points	Class %
Orientation Activities		30	1%
Participation:			
Class Participation	varies by class meeting*	190	6%
Discussion Activities	20 per activity	80	3%
Chapter Assignments:			
Comprehension Quiz	20 per chapter	220	7%
Problems Assignment	40 per chapter	440	15%
Adaptive Practice	20 per chapter	220	7%
Chapter quiz	20 per chapter, lowest dropped	200	7%
Data Analytics Team Project	Project total	390	13%
Exams	400 per exam	1200	41%
	Totals:	<u>2,970</u> *	<u>100%</u>

* Points are subject to change

GRADE SCALE

A	90% and above
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Final grades are rounded based on standard rounding rules by rounding to the nearest whole percentage.

CLASS FORMAT

Course Schedule

Refer to the **Course Schedule** for the chapters to be covered in each class session. The timing of the class activities and homework stated on the **Course Schedule** may be adjusted as the course progresses. All required items are due at 11:59pm on the date indicated in the Course Schedule and Canvas Calendar

Attendance & Participation

Regular attendance and participation, in addition to self-study and homework, are crucial to overall student success. Students are expected to be prompt and regularly attend virtual class sessions in Zoom.

During every class session, you will be required to participate in individual and group activities, present findings to the class, and provide answers to class exercises and homework problems when called upon. There will also be interactive quizzes and questions to be answered during class for points with the use of electronic clickers. You must show meaningful contribution in group activities and provide adequate responses to questions presented to you in order to earn participation points. I encourage active discussion and questions on lecture topics, as it fosters an interactive and stimulating learning environment for all.

If you miss a class, it is the student's responsibility to obtain announcements, study the material covered in the missed class session, and complete the homework as assigned. In addition, you will lose the day's participation points. Arriving late and leaving early will result in missing class participation points.

Students who accrue more than **5** unexcused absences may be dropped from the course at my discretion. If you have an extenuating circumstance to warrant an excusable absence, you must notify me at least 24 hours in advance of the class session. You also need to provide original documentation verifying the absence on the very next class session upon return to have the absence removed from your record.

Use of iClickers

There will be interactive questions to be answered during class for points with the use of iClicker, an electronic program. You will log into to iClicker for each class. No device is needed. The questions are graded, and each question is worth 1 point and are part of the Class Participation Grade. An incorrect response receives 0.70 points. If you miss class, the clicker points for the day are forfeited. Additionally, students who answer at least 75% of the questions in a particular class session earn 2 points for participation. Each class session typically consists of approximately 5-10 clicker questions.

Discussion Board Activity

There are four required discussion board activities for this course. This will foster a peer-to-peer learning experience, resulting in a deeper level of community and connection in our class. When assigned each discussion activity consists of an initial post and two reply posts. Each discussion activity is worth 20 points total.

Initial Post: Your initial post is to be between 50-200 words. Please use Standard English with proper punctuation, grammar, and spelling. (Hint: Compose in a word processing program and copy & paste.) Make sure that you respond to all aspects of the discussion prompt. The initial post is worth 10 points.

Response Posts: Your response posts should be between 25-100 words. Your responses need to be thoughtful and demonstrate that you read and understood the other student's post. Response posts should be viewed as a conversation, adding additional information or new ideas. Response posts must be posted on other student's initial posts, not your own. You are expected to write two response posts at 5 points each.

I will read all student discussions; I will only respond with comments or advice as appropriate. The discussion prompts and activities will be given through Canvas. A grading rubric is posted in Canvas that details how the discussion posts will be graded.

Chapter Assignments

The following assignments are required for each chapter we cover. These assignments are all completed online through Canvas and the Wiley Plus embedded links. Please do not hand in manual homework to me; it will not be graded. It is your responsibility to purchase the WileyPlus Access Code, complete and submit the homework electronically by the due dates on the course schedule.

Comprehension Quizzes: Comprehension quizzes are due prior to the chapter lecture and will help you determine your initial understanding of the material. The assignments are completed using WileyPlus and you have two attempts per multiple choice question and three attempts on the exercise. **Comprehension quizzes are not accepted late.**

Problems Assignments: The problems assignments consist of exercises and problems from the textbook. You will have three attempts at each question. All homework is due at 11:45pm on the due date indicated in the Course Schedule. Late homework will receive a 20% reduction in the points earned up to 7 days late. Late homework will not be accepted after more than 7 days late, or the end of the course semester (whichever is sooner).

Adaptive Practice: The adaptive practice starts with 20 diagnostic questions, then it adapts to your knowledge base with more questions. After completing 40 questions, your proficiency score will convert to points (up to 20 points). **You must complete a minimum of 40 questions on each chapter** to receive any grade. Do not skip questions. You can complete more questions in an attempt to increase your proficiency score up until the due date. **Late adaptive practice assignments are not accepted.**

The proficiency scores are graded as follows:

Proficiency level:	1% – 19%	20% – 39%	40% – 59%	60% – 79%	80% and up
Points earned:	0	5	10	15	20

Chapter Quizzes: Chapter quizzes are conducted in class and are due on the dates indicated in the Course Schedule. Quizzes are taken online through WileyPlus and are **timed at 60 or 90 minutes**. This is plenty of time to complete the quizzes. Group work is encouraged and you have one attempt at each question. **Late quizzes are not accepted.** No makeup quizzes are given. The lowest quiz score is be dropped.

Data Analytics Team Project: You will complete a project analyzing a company's financial statements. This is a team project and will be completed in stages throughout the course with a series of milestones. The final project consists of analyzing the data in an 8-10 page report and a 10-minute team presentation. More information is posted in Canvas.

Exams: There will be 3 mandatory exams administered over the duration of this course. All exams will have a multiple-choice component and a problems component. The multiple choice will be like the adaptive practice questions, and the problems will be like the quiz & problems assignments. Both exam components will be timed (60 minutes each). The exam will be administered online using proctoring software. **Late exams are not accepted.** No makeup exams are given other than the second chance exam.

Exams will be proctored using Examity proctoring service or another similar charge. There is an expected \$4 charge per exam for proctoring services.

Second Chance Exam: If you, for any reason, miss or fail one of the first three exams, you may replace your lowest score if you complete the “Second Chance” exam with a 70% or better. A Second Chance exam cannot be used to replace a “zero” score earned for cheating. Second Chance exams will be available during week 16 ONLY.

Exam Policies:

- CELL PHONES ARE NOT ALLOWED
- Bring a calculator
- All exams will be closed book and notes.
- Scratch paper will be provided for you.
- You must bring your student ID or other picture ID on exam day
- You are allowed ONE regular size paper for notes. It must be handwritten, by you. Both sides allowed, highlights allowed.
- Any questions on grading of the exam must be submitted in writing within one week of the date the exams are returned to students.

No extra credit

I do not give individual extra credit assignments. The only way to earn a satisfactory grade in this class is to participate in class, study hard, complete all assignments and homework on time, and perform well on the quizzes and exams. However, I may, at my discretion chose to reward superior performance. This may take the form of in-class games and exercises or additional assignments.

DUE DATES AND TIMES

All assignments are due at 11:59pm on the due date indicated in the **Course Schedule and the Canvas Calendar**. Changes in the schedule may occur. It is your responsibly to check for any announcements online and review the Canvas Calendar.

LATE POLICY

Comprehension Quizzes, Adaptive practice, Chapter Quizzes, Exams. Are not accepted late. Chapter problems assignments or Data Analysis Project submissions will be accepted late with a 20% reduction in the points earned up to 7 days late. No late assignments are accepted after 7 days late. Late discussion posts receive a 1-point reduction for each day, however late discussion posts are not accepted after the due date for replies on that post. No late replies are accepted.

CLASSROOM RULES AND ETIQUETTE

All students are responsible for maintaining appropriate conduct while enrolled in classes through the Rancho Santiago Community College District (RSCCD). Guidelines for student conduct are set forth in the RSCCD “Standards of Student Conduct” policy. Detailed information regarding student discipline and rights within this policy is available in the current SCC college catalog. Students who violate the Standards of Conduct are subject to disciplinary action which includes, but is not limited to, removal from class, suspension and expulsion.

Be please be aware of the following classroom policies:

- Arrive and return from breaks promptly.
- Laptops and campus computers are to be used for academic purposes only.
- You must turn off or set to silent, not vibrate all mobile electronic devices during class. This is especially important after returning from class breaks.
- Listening to music, excessive talking or other disruptive behaviors will not be tolerated.
- You must bring your textbook, a pencil, and a calculator to every class session.
- Breaks will be provided. Avoid leaving in the middle of class, as it is distracting to other students.

Failure to meet the above classroom rules will result in loss of one participation point per occurrence. If I catch you using your laptop for non-academic purposes during class, you will lose your laptop privileges for the remainder of the class. Either I will ask you to close and put away your laptop, or I will walk over to your desk and politely close your laptop lid myself.

Title IX/Sexual Misconduct:

Santiago Canyon College (SCC) faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Therefore, if a student chooses to confide in a member of SCC's faculty regarding an issue of sexual misconduct, that faculty member is obligated to tell SCC's Title IX Coordinator. If a student does not wish to formally report an incident to a faculty member but wishes to speak to someone confidentially about an unwelcome sexual encounter, the student can speak to the College Psychologist who is not legally bound to report the conversation. The College Psychologist is in the Student Health & Wellness Center in T-102 or call (714) 628-4773.

COMMUNICATION

I welcome questions at any time before, during, and after class, via email and through appointment. Students are encouraged to seek help from me using any of these avenues. I will also have virtual office hours available on an appointment basis.

There will be two discussion board forums open throughout the course. Please take advantage of these forums:

Q&A Forum with Professor Shirah: If you have a question about the course material, due dates, instructions, etc. please post your question in this discussion board forum. Also, check that forum for questions that have been previously asked/answered. Please note that this is **not** a private forum and all students can view these discussions.

Homework Help! Forum: If you have a question a specific question in the WileyPlus assignments or ORION, post your question in the **Homework Help!** discussion board forum. I will check that forum regularly and answer any questions. I will also provide the occasional hint or tip in the forum as well. In addition, any student who correctly answers another student's question can receive up to 4 points extra credit for each answer. The maximum extra credit that can be earned through this forum is 20 total points.

Email

Email is the most efficient way to reach me for other types of questions or problems. I will respond to your email within 24 hours, Monday – Friday. I typically check my email on the weekends, but weekend responses are not guaranteed. Rarely, but it can happen, email can be routed to spam or will be accidentally demoted or deleted. If you do not hear back from me in 48 hours, please assume I did not receive your email and resend it. Please keep these response times in mind when asking questions on assignments. Email: shirah_melissa@sccollege.edu.

Students are to check their student email account regularly for announcements and information regarding this course. I send emails to the class on a regular basis, and you are responsible for the information contained in these emails. Therefore, please make it a priority to check your student email account daily. If you use a smartphone or other mobile device, I highly recommend having your student email delivered to your device.

ACADEMIC HONESTY POLICY

Students enrolled in Santiago Canyon College instructional programs are expected to be honest and forthright in their academic endeavors and assume an obligation to obey the Academic Honesty Policy. For specific policy information and procedures followed in matters of student violation of academic honesty, please see the current SCC Catalog. Any student caught cheating on an exam or assignment will receive a zero for the assignment. You cannot makeup a zero for cheating with the second chance exam.

DROP POLICY

Continuous Participation Policy: Students are expected to maintain a consistent online presence in the class. Students who do not complete any graded assignments for two or more weeks (14 days) may be dropped at my discretion. Please see SCC's drop policy below for more information.

SCC's Drop Policy: Students are expected to complete regular and substantive coursework in online classes. In distance education context, coursework will be used to determine student attendance. Simply logging into an online class is not sufficient to demonstrate academic attendance by the student. Examples of coursework for online classes might include, but are not limited to, class discussions, completed assignments, completed quizzes or exams, group work, etc. Students who fail to submit substantive coursework by the due date may be dropped from the class. Completing an assignment on the first day of the class may also be required to avoid being dropped from the class. Please refer to the class syllabus and the class section information, found in the class schedule, for specific attendance (regular and effective coursework) requirements.

It is your responsibility to drop the course if you choose to stop attending the course. I normally drop students who become inactive in the class, but you are responsible for dropping the course. Please refer to the academic calendar or WebAdvisor for the official drop and withdrawal dates.

NOTE: I do not grant "Incomplete" grades. The grade earned by students at the end of the course session will be the grade awarded.

STUDENTS WITH DISABILITIES

Students with disabilities who want to request academic accommodations are responsible for informing their instructors and Disabled Student Programs and Services (DSPS) as early as possible, or at least two weeks before the accommodation is needed. To have accommodations authorized, students must provide DSPS with verification of disability and meet with a DSPS Professional for an evaluation of needs. Students may schedule a DSPS appointment by coming to the DSPS Office in E-105, by phoning (714) 628-4860 or by emailing DSPS@sccollege.edu.

Unauthorized recording is not allowed. Please see the instructor if tape recording is an approved accommodation.

BASIC NEEDS STATEMENT

Any student who faces challenges securing their food or housing and believes this may affect their performance in this course is urged to contact the Hawk's Nest Food Pantry Coordinator for support. Please visit the website: <https://www.sccollege.edu/StudentServices/FoodPantry> Furthermore, please notify the professor, if you are comfortable doing so, to discover other resources available for students.

SYLLABUS

This course syllabus outlines my responsibilities as the instructor and your responsibilities as a student for this course. If you do not understand any aspect of the syllabus, contact me as soon as possible (in or out of class). *I reserve the right to make changes to the syllabus as the semester proceeds and announce changes to the course schedule in class and on the course Canvas site. It is your responsibility to be aware of any announced changes to the course syllabus, regardless of whether you attended class when the changes were announced.*