

CAL POLY STATE UNIVERSITY SAN LUIS OBISPO – ORFALEA COLLEGE OF BUSINESS
BUS 212 – Financial Accounting for Non-Business Majors
FALL 2015 SYLLABUS

Instructor: Jennie Enholm

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Office Hours: MW 4-5p and by appointment

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COURSE OUTLINE

COURSE DESCRIPTION AND OBJECTIVES

This course is a “hands on” course and requires outside preparation to learn the material. We will utilize most of our class time to work through examples and in class exercises. You must have access to a computer and a good Internet connection to succeed in this class. There is a computer lab available on the third floor of the business building.

This course is an introductory course in accounting for students in majors outside the College of Business. While some students will be required in their majors to take additional accounting courses, this course is meant to give a broad introduction to both financial and managerial accounting concepts so that it can stand alone as the only accounting course taken. It is assumed that the student has no knowledge or experience with the subject. This class will not train you to be an accountant, but it should give you the confidence to be able to look at a set of financial statements and make sense of them.

Financial accounting is considered the "language of business." It is a tool used by owners, creditors, investors, and others to determine if the business is financially healthy. Managerial accounting is a tool used internally for planning and controlling operations, and for making business decisions. This course provides an introductory overview of both types of accounting tools.

We will focus on the how to read and understand a financial statement; how to prepare a budget and understand the budgeting process; understanding liquidity and profitability and where to find this information; understanding the difference between revenue and expenses, cash and profits, and the different classifications of expenses between cost of sales and selling and administrative expenses. We will touch briefly on business formation considerations.

REQUIRED MATERIALS!!!

You will need the textbook (hardcopy or e-text) with MyAccountingLab (MAL) online access.

Textbook (you may purchase the hardcopy through the bookstore or the e-text version online – see PolyLearn for online access instructions).

Horngren's Financial & Managerial Accounting, Cal Poly Edition; Author(s): Tracie L. Nobles; Brenda L. Mattison; Ella Mae Matsumura. ISBN-13 9781323192566.

CAUTION: USED TEXTS DO NOT COME WITH MAL ACCESS – YOU WILL HAVE TO PURCHASE THIS SEPARATELY ONLINE IF YOU BUY A USED TEXTBOOK. IT IS GENERALLY LESS EXPENSIVE TO PURCHASE ONE DIRECTLY FROM THE BOOKSTORE.

Please note that the online tool “My Accounting Lab” (“MAL”) access is **REQUIRED** for this course – homework and quizzes will be assigned, and must be completed within, MAL.

Note: *MAL allows for trial subscriptions prior to purchasing access. Please be sure to purchase your subscription PRIOR to the trial subscription running out. You will lose all prior work (and therefore class credit) if you do not complete the purchase before your trial subscription expires.*

Important!!! You must use Chrome or Firefox as your browser with MAL.

CLASS FORMAT

The class will consist of lectures, in class group exercises, online homework and quizzes, a group project, midterm and comprehensive final exam. There will be deadlines for all of these requirements. There are **NO MAKE UPS** allowed without approval in advance. **Lack of prior notification implies an invalid reason and will result in a zero grade on the missed assignment.**

Class preparation – You will need to prepare for this class in advance of each class period. In addition to the text there are reading and video resources in PolyLearn, organized by week. If you feel you cannot complete the preparation, homework and quizzes in a timely manner or cannot subscribe to MAL please drop the class. There will be no extensions on due dates.

TIPS FOR SUCCESS

1. Show up (mentally and physically). That means you are awake, prepared and ready to participate. I reserve the right to ask you to leave the classroom if you appear to be falling asleep, working on material other than our classwork or using your electronics for any purpose other than classwork.
2. Participate in your group. You are expected to sit with your group every class period as there will be group exercises given in class on a regular basis.
3. Expect to spend a minimum of 2-3 hours preparing for class.
4. Ask questions. If you have a question someone else does too. All questions are good ones.
5. Respect yourself and others. Arriving late is rude, distracting and unappreciated.
6. Don't cheat – it's a reflection of your integrity and character. Please follow Cal Poly's high ethical standards and be an example to others. Cheating requires an “F” course grade.
7. Ask for help if you need it. Please. I am happy to help any time – I will normally respond to emails within 24 hours during the week, and within 48 hours over the weekend. Send an email, come to office hours, or make an appointment. I want you to succeed in this class.
8. If you feel you need help to improve your course grade, please approach me as early as possible. I will help you locate your weaknesses in your performance and discuss ways to help improve. ***The end of the quarter is not the time to request leniency or extra credit.*** At that stage, I will not be able to help you. Please do not wait until it is too late.

GRADING

The final grade will be based on the total of your earned points as a percentage of the total points possible. **The total points possible will be determined by the pace of the class** as material may be added or deleted from the schedule. If you feel there has been an error in grading please see me immediately. There will be no changes to grades made after two weeks from the due date of the assignment. **Grades for MAL activities will accumulate in MAL until the end of the quarter at which time they will be added to the gradebook in PolyLearn.**

Tentative Points	Course Component
10	In Class Group Exercises – You will be assigned to a group by the second week of class. There will be in class group exercises almost every class period. (Completion of 75% of the in class exercises will earn 10 participation points. Less than 75% = 0 points).
50	Homework in MAL - These assignments will be included in your final grade. All assignments are in MAL along with the grading for these assignments. The total homework grade will be added to PolyLearn at the end of the quarter. (Six assignments at 10 points each - drop lowest one).
175	Quizzes – All quizzes will be through MAL and will be included in your final grade. The quiz grades will accumulate in MAL and will be added to PolyLearn at the end of the quarter. (Six quizzes at 35 points each - drop lowest one).
200	Midterm – There will be a Midterm in this class based on the in class exercises, MAL homework and quizzes. See PolyLearn for Schedule.
100	Financial Statement Analysis Presentation Project - There will be a group Financial Statement Analysis Presentation project at the end of the quarter. The group score will be included in your final grade. Everyone in your group will be expected to participate in the presentation. You will also be expected to participate in evaluating the other group's presentations. Failure to participate in evaluations will result in a 20-point penalty to your personal grade on this project.
300	Final – There will be a comprehensive final exam which will be based on the in class exercises, MAL homework and quizzes. See PolyLearn for Schedule.
835	Total Points Possible

GRADE SCALE

Grades are based on points accumulated throughout the quarter as a result of your performance. There are no extra credit assignments and grades are not negotiable. Please monitor your progress throughout the quarter in MAL and PolyLearn as grades will be posted as they accumulate. If you feel there has been a calculation error in grading you must contact me within two weeks of the grade being posted.

A	=	775
A-	=	750
B+	=	725
B	=	690
B-	=	665
C+	=	640
C	=	610
C-	=	585
D+	=	555
D	=	525
D-	=	500
F	=	0 to 499.9

TENTATIVE CLASS SCHEDULE

See Poly Learn and MAL for the weekly class schedule and assignments.

NOTE!!! The class schedule and material covered are subject to change – it is the student's responsibility to keep track of all changes to assignments and examination schedules. Any changes will be posted in Poly Learn and MAL.

STUDENTS WITH DISABILITIES

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Disability Resource Center, Building 124, Room 119, at (805) 756-1395, as early as possible in the term.