



ACCOUNTING 1 - Syllabus

TTh 2:00 pm – 4:30 pm

Location BUS 3208

Spring 2017

Course Information

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|------------------------|---------------------------|
| Course Name: | Introductory Accounting 1 |
| Course Section Number: | 0106 |
| Meeting Time: | TTh 2:00 pm – 4:30 pm |
| Meeting Location: | BUS 3208 |

Professor Information

| | |
|-------------------|--|
| Professor's Name: | Stefan Ignatovski |
| Office Location: | BUS 3213 |
| Office Hours: | MTWTh: 08:10–9:35 am |
| Email: | ignatos@piercecollege.edu |
| Skype: | stefanignatovski |
| Phone: | 219.577.5127 (<u>emergencies only</u>) |

Course Materials

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|-------------------------|--|
| Required Text: | Financial Accounting Fundamentals by John J. Wild 5 th Edition (ISBN: 978-0-07-802575-4) |
| Class Resources: | Canvas (https://ilearn.laccd.edu/) |
| Homework Site: | Homework and Quiz website (Click here) |

Course Description

Introduces the fundamental principles and concepts of accounting as a basis for financial communication in business. This includes the procedures in maintaining records of business transactions and the preparation of financial statements for the sole proprietorship in a service and merchandising firm.

Problems in control, deferrals and accruals, inventory, plant assets and accounts receivable, accounts payable and payroll are included.

Student Learning Outcomes

1. Complete all steps in the accounting cycle from journalizing transactions to preparing financial statements in accordance with Generally Accepted Accounting Principles.
2. Compute present and future value of corporate bonds and other financial instruments.
3. Calculate and analyze financial ratios for the publicly traded companies.

Last Day to Drop Classes Online without a "W" is Feb. 20th.

Last Day to Drop Classes Online with a "W" is May 7th.

The No Penalty Drop Date is now the day before census. You must drop by that date or you will be assigned a 'W' for the class. W's count against your total attempts District wide! You can only attempt a class 3 times. That includes withdrawals, incompletes and substandard grades. Use your attempts wisely!

How to be successful in this course

- **Attendance:** I take **attendance** every class. Attendance is crucial to your success in this course. Come to class on the assigned dates and times. **Students who were absent without any extenuating circumstances and without any supporting documentation, for a total of 5 hours, will be dropped from the class.**
- **Participation:** Participation is different than attendance. Participation means that you will take initiative to **participate** and be involved in classroom activities and discussions.
- **Assignments:** Finish assignments on time as indicated in the Course Schedule at the end of this syllabus. **Absolutely no late work will be accepted. You have to show extenuating circumstances and support it with an appropriate documentation,** for a late work to be accepted.
- **Preparation:** Watch the **videos** before you come to class. You will also need to **read the chapter** in order to be fully prepared for class. When

we finish a topic, **read the chapter again**, watch the **problem solving videos**, and **practice**.

- **Contact:** You need to contact me whenever you have questions or need further clarification. Refer to the ways to contact me on the first page of this syllabus. **Primary contact method is email.**
(ignatos@piercecollege.edu)

Classroom Behavior

Disobedient, disruptive or disorderly behavior exhibited by any student may result in disciplinary action in accordance with District policies and procedures. **Action may include, but is not limited to expulsion from class. Electronic devices** (except a basic calculator, not your phone!) are **not allowed** in the classroom.

Plagiarism and Academic Dishonesty

The faculty and administration of Pierce College are committed to the belief that honesty and integrity are integral components of the academic process. The College expects students to be honest and ethical at all times in their pursuit of academic goals. Students who violate the code of academic conduct by which the College maintains its academic integrity will be dealt with in a manner reflecting the seriousness of these violations.

I. Violations of academic honesty and integrity occur when a student participates in any act in which he/she uses deception or fraud while performing an academic activity. Violations include, but are not limited to, the following: Using study aids such as calculators, tape recorders or notes, when not authorized by the instructor. Cheating on examinations, assignments or experiments (allowing another student to copy one's answers or copying the answers of other students; exchanging information by any means, including verbal exchanges, sign language, hand signals, secret codes, passed notes, creation of a distraction for the purpose of cheating; changing answers on a previously scored test, assignment or experiment; inventing information and/or data.) Allowing another student to assume one's identity in order to fulfill an assignment or take a test. Submitting for a grade the words, ideas, and/or written work (including laboratory notes and drawings) of another person without giving due credit to that person. This includes purchased papers or papers written by other students. Falsifying or attempting to falsify attendance records and/or grade rosters. Conspiring with other students to commit any of the above behaviors.

II. Consequences for any offense against academic honesty and integrity may include: An "F" or a "0" on the examination or assignment. Suspension from the class and other sanctions and/or penalties authorized by the Board of Trustees for violations of the District Code of Conduct. A record of the student's violation placed in the student's disciplinary file. Students are required to be honest and complete their own work at all times (homework, class work, quizzes, tests, etc.). Additional information about plagiarism can be found at www.plagiarism.org or through various websites on the Internet.

Special Services – 818.719.6430 Student Services Bldg, 1st floor

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact the office of Special Services as soon as possible to ensure that such accommodations are implemented in a timely fashion. Authorization, based on verification of disability, is required before any accommodation can be made.

Americans with Disabilities Act (ADA):

Pierce College is fully committed to be in compliance with ADA, see Special Services in the Student Services Building and refer to the school catalog for details.

Veterans Office – 818.710.3316 Student Services Bldg, 2nd floor

The mission of the Pierce College Veterans Office is to provide a supportive environment for veterans and to assist them with the services they need to receive VA benefits and to successfully complete their educational goal at Pierce College. The Veterans Office is designed as a liaison between you as a veteran and the Veterans Administration. Our Veterans staff will forward all documents required by the Veterans Administration directly to the Muskogee Regional Office.

Our email contact is pierce-veteran@piercecollege.edu.

Emergency

When on campus, call **818-710-4311** for immediate response from the Pierce Campus Sheriff. Please program the Emergency Sheriff's number into your cell phone contacts.

Grading (NO LATE WORK WILL BE ACCEPTED)

- **HOMEWORK:** There will be homework assignments for each chapter. These are located in the Connect website (<http://connect.mheducation.com/class/accounting1spring17106>).
 - **QUIZZES:** There will be 1 quiz for each chapter. Each quiz is consisted of multiple choice questions. The time limit for each quiz is 30 minutes. The quizzes are located in the **Connect** website.
 - **EXAMS:** There will be 3 exams. Each exam is consisted of multiple choice questions. These will be taken in class. Each exam is worth 200 points.
 - **FINAL COMPREHENSIVE EXAM:** Final Comprehensive exam consisted of multiple choice questions. The final exam is worth 200 points.
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Grading Criteria

| Assignments | No. of assignments & points | Possible points |
|------------------------------|-----------------------------|-------------------|
| Homework: | 13 assignments @ 15 points | 180 points* |
| Quizzes: | 13 quizzes @ 10 points | 120 points* |
| Exams: | 3 exams @ 200 points | 400 points* |
| Final Exam: | 1 final exam @ 200 points | 200 points |
| Total Possible Points | | 900 points |

One (Lowest) score of the homework assignments and quizzes will be dropped. One (Lowest) score of the 3 exams will be dropped. **Final exam score will not be dropped. (In the case of academic dishonesty - the assignments, quizzes, and/or exams will not be dropped).*

Grading Scale

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|----------------------|-----------------|---|
| 810 – 900 points | 90%-100% | A |
| 720 – 809 points | 80%-89.9% | B |
| 630 – 719 points | 70%-79.9% | C |
| 540 – 629 points | 60%-69.9% | D |
| 539 points and below | 59.9% and below | F |

***No late work will be accepted. **You have to show extenuating circumstances and support it with an appropriate documentation,** for a late work to be accepted.

Course Schedule

| Week | Readings | Assignments | Due Dates |
|--|--|--|---|
| Week 1: <i>Feb. 6th</i> | Chapter 1 | Chapter 1 HMWK Chapter 1 Quiz | Monday 11:59PM Feb. 13 th |
| Week 2: <i>Feb. 13th</i> | Chapter 2 | Chapter 2 HMWK Chapter 2 Quiz | Monday 11:59PM Feb. 20 th |
| Week 3: <i>Feb. 20th</i> | Chapter 3 | Chapter 3 HMWK Chapter 3 Quiz | Monday 11:59PM Feb. 27 th |
| Week 4: <i>Feb. 27th</i> | Exam #1 <i>(In-class)</i> | Exam #1 <i>(In-class)</i> | Thur. Mar. 2nd 2:00PM |
| Week 5: <i>Mar. 6th</i> | Chapter 4 | Chapter 4 HMWK Chapter 4 Quiz | Monday 11:59PM Mar. 13 th |
| Week 6: <i>Mar. 13th</i> | Chapter 5 | Chapter 5 HMWK Chapter 5 Quiz | Monday 11:59PM Mar. 20 th |
| Week 7: <i>Mar. 20th</i> | Chapter 6 | Chapter 6 HMWK Chapter 6 Quiz | Monday 11:59PM Mar. 27 th |
| Week 8: <i>Mar. 27th</i> | Chapter 7 | Chapter 7 HMWK Chapter 7 Quiz | Monday 11:59PM Apr. 3 rd |
| Week 9: <i>Apr. 3rd</i> | Spring Break No classes | Spring Break No classes | Spring Break No classes |
| Week 10: <i>Apr. 10th</i> | Exam #2 <i>(In-Class)</i> | Exam #2 <i>(In-Class)</i> | Thur. Apr. 13th 2:00PM |
| Week 11: <i>Apr. 17th</i> | Chapter 8 | Chapter 8 HMWK Chapter 8 Quiz | Monday 11:59PM Apr. 24 th |
| Week 12: <i>Apr. 24th</i> | Chapter 9 Chapter 10 | Chapter 9 HMWK Chapter 10 HMWK Chapter 9 Quiz Chapter 10 Quiz | Monday 11:59PM May 1 st |
| Week 13: <i>May 1st</i> | Chapter 11 | Chapter 11 HMWK Chapter 11 Quiz | Monday 11:59PM May 8 th |
| Week 14: <i>May 8th</i> | Exam #3 <i>(In-Class)</i> | Exam #3 <i>(In-Class)</i> | Thur. May 11th 2:00PM |
| Week 15: <i>May 15th</i> | Chapter 12 | Chapter 12 HMWK Chapter 12 Quiz | Monday 11:59PM May 22 nd |
| Week 16: <i>May 22nd</i> | Chapter 13 | Chapter 13 HMWK Chapter 13 Quiz | Monday 11:59PM May 29 th |
| Week 17: <i>May 30th</i> | Final Exam <i>(In-Class)</i> | Final Exam <i>(In-Class)</i> | Tue. May 30th 2:15-4:15PM |

****Important:** The syllabus is subject to change. If any change takes place, you will be notified accordingly by your school email address and in class.