



Intermediate Accounting – Part 1 (4 units)

Spring 2014 MW 8:00-10:05am ROOM: ARC LIB 2 Course Code # 12503

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Office Hours: MW 10:05-11:50am

TuTh 11:45-12:30pm

Office: Room 12 in LA #133

Required Materials:

- **Text book:** Intermediate Accounting by Spiceland, 7th edition, Published by the McGraw-Hill Companies
- **Calculator:** A four-function non programmable (Absolutely no cell phones or other electronic devices during exams. See “Academic Integrity”).
- **Scantron # 882-E (1 pack)**
- **Internet Access** that should enable you to access our class website and send email to me. To log in to our class website, type www.D2L.losrios.edu, then use your ID and password. When you email me, use the format on your subject line: “ACCT 103, YOUR NAME, QUESTION ABOUT CHAPTER #”. Please ensure your first/last name is shown somewhere in the email, or I will not be able to reply to you. The computer labs in room LA 152, LRC or library are available for you to use. Please check for their days/hours/rules.

Course Description:

This course continues the study and evaluation of financial statements with emphasis on cash flows, receivables, liabilities, inventory, and long-term assets.

Prerequisites: ACCT 301 (*Financial Accounting*) with a grade of "C" or better

Student Learning Outcomes:

Upon successful completion of this course, students are expected to

- Examine the concepts, principles, and practices of financial accounting
- Prepare financial statements and related disclosures
- Compare future and present value of cash flows
- Assess and apply the objectives and principles for managing cash, receivables, and inventories
- Compute actual and estimated liabilities; disclose contingent liabilities
- Account for the depreciation, depletion, amortization, and disposal of assets
- Analyze and account for complex business transactions

Method of Instruction:

The method of instruction will include lectures, discussions of homework assignments, quizzes & exams, individual/group projects, group discussions in class and other methods deemed appropriate.

Method of Evaluation:

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

	<u>Points Available</u>	<u>Covers</u>
Exam 1	100	Chapter 1,2,3
Exam 2	100	Chapter 4,5
Exam 3	100	Chapter 6,7
Exam 4	100	Chapter 8,9
Final exam	150	Chapter 10, 11 and basic concepts from all other chapters
Project & Presentation	50	
Homework	165 (15 points each chapter)	
Total	<u>765</u>	

Bonus points: Selected class participation exercises (no make up if you miss the class)

Due dates for the above homework assignments are listed on McGraw-Hill web site, you must follow the due date strictly to earn your points!

Your scores will be updated on D2L Grade book, it is your responsibility to check your scores frequently. If you think there is an error in your grade, the challenge period is one week. So you should let me know within one week after the day of exam.

Homework

Homework is very important in learning accounting principles and concepts. This is where a considerable part of your learning will occur. Homework will consist of exercises and problems selected from the textbook for each chapter. You are required to complete the homework assignments according to the due dates. Some homework problems will be discussed in class. No late homework will be credited for any reason.

Using homework management system by McGraw-Hill, you will get instant feedbacks for your homework. Access code can be purchased from publisher's web site directly. Use the following link to access ACCT 103 homework page: http://connect.mcgraw-hill.com/class/l_zhang_mw_spring_2014

Remember, this is a cumulative subject. The students who finish homework before a new chapter starts will be more likely to succeed in this class. No late homework will be credited for any reason. You have one-week time to complete your homework assignments; always try to submit your work 24 hours before due. You will not be able to have access to do homework once the due date is passed. Please do not ask me to extend due date for you, you should plan ahead. The due date for each chapter is listed in McGraw-Hill homework page.

Examination

There will be five examinations in this course including final exam. Each exam may consist of true/false, matching, multiple choice and short problems. Each exam is 2 hours long. Questions tested may be from your reading assignment of required chapters, class lectures and homework assignments. Calculators are allowed, however they must be silent and may not be shared. Two 3 by 5 note cards are allowed. No cell phones or other electronic devices are allowed during the exam. There are absolutely no make-up exams in this class, unless it is an excused absence (see "ARC Catalog") with a doctor or nurse's note. This applies only to emergency situation, not the regular medical appointment. In this case, 100 points will be added to your next exam total, which means the next exam is weighted at 200 points for you. However, if you miss an exam without any written verified medical note from doctor or nurse, you will receive 0 point. (This rule applies to students who claim that they don't have medical insurance and can't see a doctor.) ***It is to your benefit to take all exams at the scheduled time. Any student who comes to take the exam 20 minutes after it starts will not be admitted to take the exam. If you come to an exam late, you do not get any extra time. All exams start at 8:00am, and ends at 10:00am.***

During the exam, you may be assigned to a certain seat. When exams are returned to students, instructor will review the questions in class, and students are expected to check for accuracy and return exam papers before

leaving the classroom. "0" score will be assigned to any missing exam paper. If you need to challenge scores, do so within a week after the paper is graded and returned to students for checking. ***You will be dropped if you have missed 2 exams.***

Attendance

Attendance and punctuality are required for any job and should be considered as requirements in the classroom. Coming in late or leaving early disrupts the class and exhibits disrespectful and unprofessional behavior to the instructor and fellow students. Students need to sign in for attendance record on each class. Attendance is usually taken within the first 5 minutes. It is considered as tardy within the window of first 6-25 minutes. 5 times of tardiness is equivalent to one absence. Please prepare yourself and come to class on time. If a student leaves early, it is equivalent to an absence. Missing the class for longer than 25 minutes is considered as absence. NO excuse is allowed. You **do not** need to notify me if you need to miss a class.

- **Excused absence**

It refers to absence because of illness (verified by a doctor's note), absence because of official field trip, or athletic event (verified by an instructor's note).

- **Nonattendance at First, Second Class**

Each seat in the class is getting more precious due to the limited resources at our college. Students who fail to attend **any one** of the above session of class may be dropped by the instructor.

- **Excessive absence**

According to Attendance Requirements R-2222 issued by the Office of the General Counsel, a student may be dropped from any class when that student's absences exceed six percent (6%) of the total hours of class time. This means if a student misses class 2 times in this course, he/she can be dropped out of the course.

Course Requirements:

Courtesy to others: Be on time and remain for the entire period.

Turn off your cell phone during class, no text messaging is allowed.

Refrain from talking while the instructor or another student is speaking.

Private, off-subject conversation should not be held in class. See attached classroom policy.

* Any inappropriate, disrespectful, or disruptive communication or comments such as sexist or racist remarks or harassment of any kind will not be tolerated, and be reported to the Discipline Officer. I am committed to keep the classroom (and online learning environment) safe and free of distracting behavior such as offensive language, sexual harassment, talking while other students or I am addressing the class, and other disruptive behaviors that hinder my ability to teach or students' ability to learn. If a student is disruptive, I may take the following actions:

- Ask the student to stop the disruptive behavior.
- Consider changing the seating arrangement in the classroom.
- If necessary, I may remove the student of misbehavior from a class for the day of removal and the next class meeting. (Education code 76032). During the period of removal, a student shall not be returned to the class from which he/she was removed without the concurrence of the instructor. In this case, he/she will automatically lose all attendance bonus points (if awarded for full attendance).
- If the student refuses to leave the classroom, I will call campus police for assistance.

Academic integrity: In today's business environment, ethics have become an extremely important issue. A business person is measured by not only the work that he/she completes, but his/her integrity and professionalism. These characteristics are built up over time, both in school and out. Students are encouraged to establish study groups to better understand the course materials. However students are expected to do their own exams, quizzes or any graded assignments.

Academic dishonesty will not be tolerated in accounting courses. Such actions include but not limited to, copying, sharing or obtaining information from any unauthorized source regarding the examinations, falsifying information, giving or receiving information about an exam to students in your class or in other sections of the course. Students who are found in the violation of academic integrity is considered "cheating" and **will receive zero score** on the exam and be referred to the campus Discipline Officer for further disciplinary actions.

Required hours of study

Students are responsible for reading all textbook chapters and completing assigned exercises and problems for each chapter. This is a 4-unit class, and students are expected to spend at least 10-15 hours per week outside of class to study. Time spent will vary among students. If you are unable to set aside minimum 10 hours each week to study for this course outside of regular class meeting time, then it might not be a right time for you to take this course now.

It is your responsibility to drop the course before required deadline, if you decide you are not able to complete it. Check ARC calendar for some important dates.

Important dates or changes

Check D2L class website for detailed class schedule, announcements and ARC calendar planner. It is your own responsibility to attend every class and update any information if you have to miss a class.

How to be successful in this course?

- It is absolutely essential that all homework problems be completed before the start of next new chapter. Getting behind in preparation is one of the most prevalent causes of difficulty in the study of accounting.
- You should be in class for every meeting. Do not plan a vacation until you successfully finish this course.
- Being in class is not enough, you need to come to class prepared by having read assigned materials for the day, having completed any homework and by giving some thought to the concepts addressed by the assignment and any questions you may have on the topic.
- Form study group to meet with outside of class. If different schedules do not allow you to meet, you may use email or class website discussion board.

NEED HELP?

Your instructor, your study group and school tutors are excellent resources for you. In case you need help with this course, do not hesitate to ask. During this semester, when you encounter a problem related to your learning in this class, you need to contact me ASAP for a discussion. I am very willing to listen to you and help. However, I will not be able to help if you start to react when it is too late.

Always check D2L course web site for any update on important course information including syllabus.

Classroom Policy About Asking Questions

- Always raise hands and wait for instructor to call you before you speak.
- Ask questions by raising hands only after instructor finishes talking about one question/topic/subtopic.
- Questions due to lack of preparation (such as individual basic skills in math and reading, or not reading the assigned chapter in advance of class) will be addressed only after class.
- No talking of any kind is allowed to interrupt instruction, one person talks at a time.

Classroom Policy About Private Talking

In this class, you will have many opportunities for group discussions and group exercises. During this period, you are encouraged to engage actively in your group. However, during the lecture session, if you and other students are engaged in talking (even it is related to the subject) while the instructor is lecturing or interacting with other students, and if the behavior is deemed disruptive, here are the steps that I will take in order to maintain a positive classroom learning environment. Whether the behavior is disruptive or not is usually based on complain from other students and my judgment.

First, I will signal to you to stop immediately.

Second, if this behavior continues, I will have to talk to you after class to address this issue.

Third, if the similar disruptive behavior occurs again, each one engaged has to come to my office *separately* and explain to me what you are talking about. At this time, you will have to sign and agree that one more occurrence will cause forbiddance to class for one week. In this case, you will automatically receive no attendance bonus (if awarded for full attendance).

Last, if this situation continues, I will have to remove you from class and refer you to campus Discipline Officer for further action.

To understand the scope on further discipline actions, please refer to ARC handbook regarding "Student Rights & Responsibilities" "Standards of Conduct and Due Process".