



## Business Administration 2220 – Introduction to Financial Accounting

Fall Semester- 2009

Offline Section 30

**Instructor:** David C. Layne

**Office:** G2G

**Office hours:** M - F 11:00 A.M. – 3:00 P.M., unless in class, or by appointment

**Phone:** (661) 763-7931

**E-mail:** [dlayne@taft.org](mailto:dlayne@taft.org)

**Prerequisites:** None

**Advisory:** Eligibility for English 50 and 54/Business 50 or 52A strongly recommended;  
64 hours lecture.

**Units:** 4 semester credits

**Class Meets:** August 24 - December 18, 2009

### Course Description:

Business Administration 2220 (formerly BSAD1A) is a foundation course in financial accounting principles. It is a study of the basic principles of accounting, with emphasis on the accounting cycle, internal control of sole proprietorships, corporations and partnerships, financial statements, and accounting for assets, liabilities, expenses, revenues, and capital.

### Course Objectives:

By the end of this semester course, students will be able to:

1. Describe the nature of a business and the role of ethics and accounting in economic enterprises.
2. Describe the characteristics of an account and properly record transactions using a chart of accounts.
3. Describe the processes of the accounting cycle.
4. Define and give examples of the accounting equation.
5. Describe the adjusting process and apply it to a worksheet.

6. Describe the flow of accounting information from the unadjusted trial balance into the adjusted trial balance and financial statements and demonstrate the process using a worksheet.
7. Define and record the activities and financial statements of service and merchandising businesses.
8. Describe the importance of control over inventory and methods used for control and give examples of typical controls used.
9. Determine the cost of inventory under the perpetual inventory system using FIFO, LIFO, and average cost methods.
10. List, define, and calculate basic financial statement analytical techniques.

### **Required Materials:**

Rental Text: Warren, Carl S., and Reeve, James M., **Financial & Managerial Accounting**, 9<sup>th</sup> Ed., Ohio: Thomson South-Western., 2007, ISBN-13: 978-0-324-40188-2. As of the Fall Semester, the rental fee for this text was \$31.35 plus tax (please be aware that the price is subject to change). All rental agreement policies will be explained at the Taft College bookstore.

OPTIONAL- Purchase Study Guide: Warren, C. S., & Reeve, J. M. (2007). **Study Guide 1-15**, 9<sup>th</sup> Ed. Ohio: Thomson South-Western. ISBN-13: 978-0-324-63808-0. The purchase price for this text is \$29.75 plus tax from the Taft College bookstore (please be aware that the price is subject to change).

OPTIONAL- Purchase Working Papers: Wanlass, J. (2007). **Working Papers Plus: Financial & Managerial Accounting, 9<sup>th</sup> Ed.** Ohio: Thomson South-Western. ISBN-13: 978-0-324-63815-8 or ISBN10: 0-324-63815-9

### **Learning Activities Required Outside of the Classroom:**

Students will typically spend a minimum of six hours each week outside of the classroom in the any or all of the following activities:

- a. Reading the required text and other background materials for class;
- b. Reading and preparing homework assignments;
- c. Researching and reporting relevant information in professional journals;
- d. Studying classroom notes in preparation for assessments;
- e. Drafting and revising writing projects;
- f. Creating and analyzing case studies, and
- f. Collaborating with students to accomplish group projects.

### **Methods of Instruction:**

Students will encounter any or all of the following learning strategies:

- a. Group discussions;
- b. Role playing using scenarios;
- c. Case development and presentations;
- d. Small group projects;
- e. Simulations;
- f. Problem-solving and situational analysis;
- g. Demonstrations;

- h. Visual presentations; and
- g. Lecture

**Methods of Evaluation:**

This course will use any or all of the following formative and summative assessments:

- a. Oral and written case analysis;
- b. Oral and written reflections on students' learning and metacognition;
- c. Portfolio construction and presentation;
- d. Academic reports recorded in academic style using A.P.A. formatting;
- e. Quizzes;
- f. Summative assessments;
- g. Presentations and demonstrations; and
- h. Class participation

**Grading:**

Your grade will be calculated on a total point system. There will be 1300 points possible for the semester, allocated in the following manner:

•	Homework- 14 @ 50 points each	700
•	Unit Exams- 5@ 100 points each	500
•	Final Exam- 1 @ 100 points	100
	<b>TOTAL POINTS POSSIBLE:</b>	1300

**Homework:**

Each chapter may have homework and may include True and False sections, the multiple choice sections, the matching sections, practice exercise sections, exercises sections, problems, continuing problems, and special activities. Please pay careful attention to the assignments on the syllabus to make sure you do the assigned work. *To receive full credit for homework, a student must complete all the assigned work which includes showing all the computational steps necessary to solve the problem.* Each completed assignment is worth 50 points.

Late homework will be accepted, but it may be subject to up to a 50% penalty assessed for lateness. Home work is due during the week after the theory in a chapter is completed (e.g. the homework from chapter 1 is due during week two and so-on). *No late homework will be accepted after the 14<sup>th</sup> week of the course.*

There are two options for turning in completed assignments:

1. Assignments can be mailed to my attention at Taft College, 29 Emmons Park Dr., Taft, CA, 93268. If you choose this option, the postmark must be on or before the assignment due date to receive full credit. If you would like your assignments returned, please include a self addressed stamped envelope. Assignments will be returned within 7 days of receipt.
2. Turn in assignments using the LRC located in the Taft College library.

**Exams:**

There will be five (5) unit exams, each worth 100 points, that will cover approximately 2 – 3 chapters of the text. Exams may include multiple-choice options, true and false questions, short answer, and computational problems. The exams are *not* directly cumulative and will consist of questions concerning information from the chapters within each unit. Each exam is designed to take 90 minutes to complete, so please make arrangements so that you will have the necessary time to complete the exam once it has been started. Exams maybe be closed-book and closed-note, proctored assessments.

**Final Exam:**

The final exam is not cumulative, is worth 100 points, and may include multiple-choice options, true and false questions, short answer, and computational problems. The exam are designed to take 90 minutes to complete, so please make arrangements so that you will have the necessary time to complete the exam once it has been started. This exam maybe be a closed-book and closed-note, proctored assessment.

**General Course Policies:****Keys to success in this class:**

1. **Be attentive to every week's assigned reading.** Actively and critically read your text and be sure to read before attempting any homework.
2. **Keep up.** Accounting is cumulative. If you fall behind it will become increasingly more difficult to get caught up.
3. **Do the homework.** Homework is 50% of your grade. You cannot learn the material without doing the homework, and you certainly can't get a good grade without it.
4. **Submit all assignments on time.** You may lose at least 10% if you do not submit assignments on time (by midnight of the due date). Do not email me an assignment except in case of EMERGENCY – my receipt of your assignment is YOUR responsibility, even if emailed. I will reply that I have received an emailed assignment – if you do not receive an email back from me you should assume I did not receive yours and make alternative arrangements.
5. **Keep me informed.** Life happens. I am willing to make allowances for late work under emergency situations IF YOU LET ME KNOW RIGHT AWAY.
6. **Use me as a resource.** I am available by phone and by e-mail, as well as my admin time before/after class or other times by appointment.

**INSTRUCTOR FEEDBACK:**

I believe in providing timely and effective feedback to all my students and will reply to your e-mail within 1 to 2 days. If you send me written correspondence, I will respond within 2 to 3 days, but please remember it takes time for the mail to make its way back and forth. Assignments will be graded within 1 week from the date they are due. I will provide you with a periodic "progress report" to let you know how you are doing in the class.

**ACADEMIC HONESTY STATEMENT:**

“Academic dishonesty is defined by this college as any illegitimate act by any student, such as plagiarism or falsifying documents that would gain that student an advantage in grading, graduating from the college, or qualifying for entrance into any academic program. It is a serious breach of student conduct and will be treated as such by administrators, instructors, staff members, and students of the college. Penalties for such conduct, depending on its severity, may range from a simple reprimand to an action that results in expulsion from the college. All flagrant instances of academic dishonesty will be reported to the Vice President of Instruction and/or the Vice President of Student Services, and appropriate measures will be taken by those officers of the college to correct the problem.”

All students are expected to work independently. PLAGIARISM IS NOT ACCEPTABLE AND WILL RESULT IN A GRADE OF “F” FOR THE ASSIGNMENT. THE VICE PRESIDENT OF INSTRUCTION WILL BE NOTIFIED.

**Students with Learning Disabilities or Irregular Processing Patterns:**

Students with disabilities or students who believe they may have a learning disability and who need accommodations in this course are encouraged to contact Student Support Services (661) 763-7841 or (661) 763-7927 as soon as possible to implement reasonable accommodations promptly. Student Support Services provides many useful accommodations to students who qualify for additional resources, including extended time on tests, spellcheckers, audio technology, and other useful services. If you have difficulty staying focused, respond more strongly to the spoken language than written language, or suspect that you may be disadvantaged academically by the means with which you process classroom material, I urge you to contact Student Support Services. Do not be shy or ashamed. Steven Spielberg, Isaac Newton, Beethoven, and Albert Einstein are just a few of the many geniuses with learning disabilities.

## Course Scope, Sequence, and Content

Date	Homework Assignments	Homework Assignment Due	Examinations
<b>Week 1</b> (8/24-8/30)	Chapter 1: Only the ODD Exercises; Problem #1-1A		
<b>Week 2</b> (08/31 – 09/06)	Chapter 2: Only the ODD Exercises; Problem #2-1A, 2-4A & Problem #1-3A <i>but not #4!</i>	Ch. 1 Homework – Due this week!	
<b>Week 3</b> (09/07-09/13)  LABOR DAY: 7-Sep	Chapter 3: Only the ODD Exercises: Problems #3-4A, 3-5A	Ch. 2 Homework – Due this week!	
<b>Week 4</b> (09/14 – 09/20)	<b>Unit 1 Exam covering Chapters 1-3</b> Chapter 4: Only the ODD Exercises: Problems #4-1A,4-3A	Ch. 3 Homework – Due this week!	<b>Unit 1 Exam is due by 24-Sep-09</b>
<b>Week 5</b> (09/21 – 09/27)	Chapter 5: Only the ODD Exercises: Problems #5-1A, 5-5A	Ch. 4 Homework – Due this week!	
<b>Week 6</b> (09/28 – 10/4)	<b>Unit 2 Exam covering chapters 4-5</b> Chapter 6 Only the ODD Exercises: Problems # 6-1A, 6-2A, 6-4A, 6-5A	Ch. 5 Homework – Due this week!	<b>Unit 2 Exam is due on 8-Oct-09</b>
<b>Week 7</b> (10/05 – 10/11)	Chapter 7 Only the ODD Exercises: Problems # 7-1A, 7-2A, 7-3A	Ch. 6 Homework- Due this week!	
<b>Week 8</b> (10/12 – 10/18)	Chapter 8 Only the ODD Exercises: Problems #8-2A, 8-3A	Ch. 7 Homework – Due this week!	
<b>Week 9</b> (10/19 – 10/25)	<b>Unit 3 Exam covering chapters 6-8</b>	Ch. 8 Homework- Due this week!	<b>Unit 3 Exam is due on 5-Nov-09</b>

<b>Week 10</b> (10/26 – 11/01)	Chapter 9 Only the ODD Exercises: Problems #9-2A,9-4A,9-6A		
<b>Week 11</b> (11/02 – 11/08)	Chapter 10 Only the ODD Exercises: Problems #10-1A,10-2A, 10-5A	Ch. 9 Homework – Due this week!	
<b>Week 12</b> (11/09 – 11/15)  VETERAN'S DAY 9-Nov	Chapter 11 Only the ODD Exercises: Problems #11-1A, 11-4A	Ch. 10 Homework- Due this week!	
<b>Week 13</b> (11/16 – 11/22)	<b>Unit 4 Exam covering chapters 9-11</b> Chapter 13 Only the ODD Exercises: Problems #13-1A, 13-2A, 13-5A	Ch. 11 Homework- Due this week!	<b>Unit 4 Exam is due on 26-Nov-09</b>
<b>Week 14</b> (11/23 – 11/29)  THANKSGIVING 26- 27 Nov	Chapter 14 Only the ODD Exercises: Problems #14-1A, 14-4A	Ch. 13 Homework- Due this week!	
<b>Week 15</b> (11/30 – 12/06)	Chapter 15 Only the ODD Exercises: Problems #15-1A, 15-2A, 15- 4A	Ch. 14 Homework- Due this week!	
<b>Week 16</b> (12/07 – 12/13)	<b>Unit 5 Exam covering Chapter 13, 14</b>  <b>Turn in any other work!</b>	Ch. 15 Homework- Due this week!	<b>Unit 5 Exam is due On 14-Dec-09</b>
<b>Week 17</b> (12/14 – 12/18)	<b>FINAL EXAM Chapter 15</b>		<b>Final Exam is due on 16-Dec-09</b>

**NOTE:** The instructor reserves the right to change the scope and sequence to meet the needs of each class.