COURSE INFORMATION

RECOMMENDED FOR SUCCESS: English 101 placement eligibility and Busad 310 or Equivalent.

ROOM: Founders Hall – Room 178
CLASS HOURS: Sec 5548 – Tue/Thur 8:00 a.m. to 9:25 a.m.

UNITS: 4

INSTRUCTOR

NANCY SILL, Ed.D., CPA
TELEPHONE: (209) 575-6136
E-MAIL: silln@mjc.edu
WEB PAGE ADDRESS: http://silln.faculty.mjc.edu
OFFICE: Founders Hall 120 U
OFFICE HOURS: Posted on Web Page or By Appointment

REQUIRED TEXT

- Financial and Managerial Accounting, 2nd Edition, Weygandt, Kieso, & Kimmel (Students can choose either a loose-leaf version (less expensive) or a traditional hardbound version of the textbook in the Pirate’s Bookstore).
  Note: the foregoing textbook is a two-semester book that covers the material in both Busad 201 – Financial Accounting AND Busad 202 – Managerial Accounting.
- WileyPlus Homework Manager Access Code (this code is provided in the Pirate’s Bookstore textbook bundle or it can be purchased online separately).
- Computer access with a reliable internet connection (MJC computer labs are also available).
- Calculator – an inexpensive, basic calculator is all that is required for this course (cell phones or other electronic devices are not allowed to be used in class or during exams and quizzes)
- Stapler

COURSE OBJECTIVES

The content of this course covers financial accounting concepts, principles, and
analyses. Its major focus is on the preparation, analysis, and use of financial statement information for business decisions and outside reporting.

You will be introduced to a full accounting cycle. The content of this course will cover ledgers, special journals, adjusting, reversing, and closing journal entries, and the preparation of financial statements. Emphasis will be placed on conceptual learning in order to develop skills to critically analyze accounting information and its limitations.

STUDENT LEARNING OUTCOMES

As a result of satisfactory completion of this course, the student should be prepared to:

1. Analyze and record accounting transactions and complete a full accounting cycle.
2. Analyze and interpret ethical issues in the financial accounting environment, identify key issues, and formulate strategies to address them.
3. Analyze financial information to evaluate the financial health of a business.

CLASS POLICIES

Attendance Policy
Regular class attendance is important and required. It is expected that you will attend class and contribute to discussions. If circumstances prevent you from attending class, please remember that you are responsible for all lecture material, assignments, and announcements made during that class. It is highly recommended that you contact the instructor in advance if you will not be in class (students are encouraged to email - silln@mjc.edu or call - 209.575.6136). Exams and Quizzes will be derived from both lecture material and information in the textbook. Unannounced quizzes will be given in class frequently throughout the semester.

Submission of Late Work
Homework. Because homework is critical to student success in this class, late homework will be accepted. There will be a 20% grade reduction for all late homework turned in within two weeks of the scheduled due date. Homework turned in after two weeks or after the scheduled exam, will be subject to a 50% grade reduction. ALL late work must be turned in prior to 5 pm on last day of regular class (prior to finals' week).

Online Quizzes. Online quizzes will be open for one week. Any late submissions will be subject to a 50% grade reduction.

In Class Exams & Quizzes. There will be no makeup exams or quizzes unless you have a written valid excuse or have contacted me BEFORE the exam or quiz. Contact includes leaving a message on my voicemail or sending an email. Please note that Exams or Quizzes taken after the scheduled date and time will result in a 20% grade reduction.
Prepare to Succeed

The following class policies are designed to help ensure your success in this course and maximize your learning experience.

- **Come Prepared to Class.** Read assigned material before class and complete homework as assigned.
- **Cell Phones.** Please put your cell phone away (in your purse, pocket, or backpack/book bag) during class. You are welcome to check messages, etc before class, after class, or during break. If you need to have your phone out during class for special circumstances, please talk to me in advance.
- **Attend Class.** Attendance in this class is critical. If you have an unavoidable circumstance it is still beneficial to attend as much of class as possible. If you must arrive late or leave early, just try to be as respectful to your fellow classmates as possible.
- **Time Commitment.** Evaluate your current course load and other obligations (work, family, etc) to determine if you will have enough time to complete the course requirements.
- **Student/Instructor Communication Outside of Class.** If you need to contact me outside of class time, you are always welcome to come by my office, call, or email me.
  - **Office - Founders Hall 120 U.** I have an open door policy and you are welcome to stop by ANYTIME that I am in (even when I do not have scheduled office hours).
  - **Email - slln@mjc.edu.** Please make sure that when you send an email that you put your name in the subject line along with your class and section number. Also, please remember to **sign all emails with your full name (first and last).** Email is a great way to get in touch with me. My policy is to respond to student email within 24 hours, 7 days per week during the semester. In addition, if you would like to schedule a phone conference, you are welcome to email me your phone number and some time frames that you will be available for me to return your call.
  - **Telephone - (209) 575-6136** - Please leave a clear voice message if I am not available and a number where I can return your call. As a rule, I do not check voice mail over the weekend.

**ASSIGNMENT SUBMISSIONS**

Homework problems are noted in the Course Outline and should be completed before coming to class. In addition, follow up problem(s) will be added to the homework assignments during class sessions. If you are not in class it is your responsibility to contact the professor or a fellow classmate to get the additional assignment.
All assignments submitted for this class should be neat and professional in appearance, stapled in the upper left-hand corner of the page, and include the following information in the upper right-hand corner of the cover page:

- Your full name (as it appears in my role book)
- Class title and section (i.e. Busad 201, sec 3242)
- Days of the week and time the class meets (i.e. Mon/Wed, 9:35 am)
- Assignment or Quiz problems (i.e. Homework Chap 4 or Quiz- P1-3B)

Homework will be graded based on completeness as well as neatness and presentation.

ACADEMIC CONDUCT

Any evidence of academic dishonesty (also known as cheating) will result in a failing grade and a report filed with the Vice President of Student Services. Please see your course catalog regarding Academic Integrity for complete details. The following items will not be tolerated in this course:

- **Cheating.** Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit.
- **Facilitating Academic Dishonesty.** Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.
- **Plagiarism.** The deliberate adoption or reproduction of ideas, words or statements of another person as one's own, without acknowledgement. This includes all group work and written assignments.
- **Photographing Course Content.** Do not take any photographs during class sessions of board material or solutions being displayed. Please remember, cell phones are to be put away during class time.

GRADING POLICY

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<tr>
<td>Tests and Final</td>
<td>55%</td>
<td>90 – 100 = A</td>
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<td>Homework</td>
<td>10%</td>
<td>80 - 89 = B</td>
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<td>Quizzes &amp; Online</td>
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A NOTE FROM YOUR INSTRUCTOR

Please know that I am here to help you succeed. Do not ever hesitate to contact me if you have any questions or I can assist you with any of the course material. You are never bothering; my favorite part of my job is helping students just like YOU!

“Hard work doesn’t guarantee success, but it improves its chances”
---B.J. Gupta