

# WESTLOS ANGELES COLLEGE

## ACCOUNTING 21 COURSE SYLLABUS

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**Section 8221-Spring 2014**

**Class begins February 10, 2014 and ends on June 9, 2014**

**Office Hours: As needed with 24 hour response time. All communications regarding this class must be within ETUDES-NG via the Private Messages link.**

1. **Go to Discussions and Private Messages**
2. **Click on Private Messages**

**Bookkeeping and Accounting 1 (3) UC:CSU**

**Fundamentals of double entry bookkeeping, preparation of the trial balance, worksheets and simple financial statements, use of controlling accounts, and the control of cash and bank reconciliation statements are presented. Credit allowed only for either Accounting 1 or 21. Accounting 21 and 22 together equal Accounting 1. UC transfer credit limit: a maximum of 5 units from Accounting 1, 21 and 22.**

### **Required Course Materials:**

**Textbook: Wild, Shaw, Chiappetta, Fundamental Accounting Principles, 20<sup>th</sup> edition, McGraw Hill-Irwin ISBN package # 9780077565732 includes access to "Connect".**

**The textbook package listed above contains "Connect" and is available for sale in our college bookstore. Be sure the book you buy contains the access code for McGraw Hill "Connect"**

**Access to a computer with internet connection, internet explorer and**

**Access to McGraw Hill Connect**

**E-mail account**

### **Other Course Material:**

1. **Familiarity with ETUDES-NG (Recommend ED 230 to learn more)**
2. **Ability to use e-mail and the internet**
3. **Daily access to the internet Homework and exam site (Connect)**
4. **Because this is an online course students must be able to mostly learn on their own, and must be highly motivated.**

5. **Link to McGraw Hill Connect for all homework and exams.**

**Grading and evaluation: (**

**McGraw Hill Connect**

All homework and exams will take place in the McGraw Hill Connect Link (Left menu). Use the code provided with your text to register and begin the assignments. If the Link is not operable use the link [http://connect.mcgraw-hill.com/class/j\\_mcintosh\\_spring\\_2014\\_acctg\\_21](http://connect.mcgraw-hill.com/class/j_mcintosh_spring_2014_acctg_21) to gain access.

**Makeups and late work**

There are no make-ups. Late work is not accepted, your future clients or co-workers won't accept it either. Please feel free to join the chat room in ETUDES-NG and discuss common issues, from time to time I may also join in the discussions.

**Homework**

The amount of time you spend studying is the sum of your study habits, the grade you desire and how you use your time. You should anticipate 3-4 hours of study for each chapter. Homework will be completed and graded in the McGraw-Hill Connect environment.

(Please review "How to study Accounting" attached)

**Course Objectives:**

Upon completion of this course the student will have the ability to;

1. Apply Accounting concepts and principles in a variety of settings
2. Analyze business transactions and measure the effects on the basic accounting equation.
3. Apply accrual and deferral adjustments at period endings
4. Prepare financial reports and evaluate business performance.
5. Implement internal controls and evaluate their limitations.
6. Understand the usefulness of ratios in financial reporting.
7. Understand how Accounting is used as an information system.
8. Assist business in the decision making process on a day to day basis.
9. Apply ethics in the business community
10. Demonstrate competency utilizing computer skills.
11. Discuss the different issues of a Sole proprietorship, Partnership and Corporation.

**Institutional Student Learning Outcomes: Critical Thinking, Quantitative Reasoning, Technical Competence, and Ethics.**

### **Student Learning Outcomes :**

- **Use formulas and mathematical tools to calculate and solve quantitative problems related to financial and accounting operations of a business workplace.**
- **Collect and compile financial data for management analysis of service, retail and manufacturing status of a business.**
- **Communicate oral and written thought in a clear and organized manner to effectively inform, persuade and convey ideas in the workplace.**

### **Attendance Requirements**

**In order to achieve success in Accounting, regular and active participation in online homework activities are extremely important. I expect your attendance to be both regular and punctual and submitted within the due date. Please refer to the college catalog regarding attendance procedures and exclusion policies of the college.**

### **ADA Reasonable Accommodation:**

**In support of the Americans with Disabilities Act (ADA) reasonable accommodation will be provided any student who is registered with the Disabled Student Services and who requests accommodation. Students must contact the DSP&S or call them @ 310-287-4450.**

### **Technical Issues**

**All technical issues of any kind should be addressed to the Distance Learning Office by contacting Rita or Cyrus @ 310-287-4306 or Connect Tech Support @ 1-800-331-5094 A**  
**Study Guide for Accounting Students**

**Author anonymous**

**Submitted by James Modisette and Clarence Fries**



**University of Arkansas**

Check your study habits against these suggestions. There is no substitution for HARD WORK or for a DESIRE TO LEARN in studying accounting, but most of us could use our study time and our classroom periods more efficiently. There are some techniques that enable us to better exhibit our ability on- exams and receive better grades. See if you can use these suggestions to get maximum results for your study efforts.

### **Reading the Textbook**

1. Studying accounting is not like reading fiction or even like studying history, mathematics, or economics.
  - a. Each assignment in many accounting courses builds on previous assignments. If you do half-hearted work in Chapter 1, you may have difficulty in chapter 2 and be lost in Chapter 3.
  - b. Accounting books are condensed. Almost every sentence is important. Look over the Chapter for content and then read carefully.
  
2. Read to understand "why".
  - a. This is a technical subject, it is logical, and it requires reasoning.
  - b. Strive to be able to say, "I understand why they do that". If you can understand "why" in accounting, there is very little to memorize.
  - c. Try to explain each new topic in our own words. Getting the ideas into your own words is better than being able to quote the book.
  - d. Be critical. Ask your teacher for the reasons behind accounting methods that you do not understand.
  
3. Work PROBLEMS to understand "how".
  - a. You may be able to "understand why they do that," but you must be able to do it yourself as well as understand. This is a do-it-yourself course.
  - b. To be sure that you understand "how" as well as "why," work the problems that illustrate the reading material in each chapter.
  
4. Remember "why" and "how".

- a. Do not just keep up, consolidate and review as you go.
    1. Go back to previous chapters and bring yourself up to date. See how this chapter builds on the last one.
    2. If possible, rework one problem each week from some previous chapter. Rework problems that were difficult for you.
  - b. Never wait until examination time to review. The review-as-you-go plan produces better results. It does not take as long, and saves the last minute worry and the sacrifice of other courses that go with cramming.
5. Relate the things we talk about in accounting to things that you already know--places you have worked, your parent's business, other courses. Try to see how this might help you do what you want to do in the future. See if you can use it right now--as a treasurer for campus organizations, in part-time jobs, in a personal bookkeeping system.
  6. If there is something you do not understand, prepare specific questions to ask your instructor. **PINPOINT THE THING THAT YOU DO NOT UNDERSTAND.** (Some students keep a notebook of points with which they have difficulty.)

#### Working problems

1. (RPT) Read the problem. Read the instructions. Scan the problem to see what is ahead of you.
2. Work the problems without "page flipping" back to the chapter.
  - a. When in doubt look back at the chapter, BUT not until you have tried to do the transaction on your own. This indicates that you do not understand or remember the chapter material. You are not prepared for an examination.
  - b. The "page flipping" method is quarantined to waste a maximum of your time and to produce a minimum of results.
3. Be neat and orderly. Sloppy calculations, messy papers, and general carelessness cause most errors in the working of accounting problems.
4. Keep up with your class.
  - a. Check your problems against the solution presented in class.
  - b. Find your mistake.
  - c. Be sure you understand the correct solution.

5. Note the part of the problem with which you have difficulty and ask questions during the classroom session.

### Make Best Use of Class Time

1. Classes are never interesting unless you take part.
2. Be prepared before you go to class.
3. Don't be afraid to ask questions.
4. Students who make failing grades also fail to attend classes, fail to pay attention during class, fail to do their homework, and fail to ask the instructor for help. Stay out of these ruts.
1. Be specific in your study; concentrate on the things which seem to be most important. (Some students make up an exam of their own.)
  - a. Note items that instructor emphasizes in class.
  - b. Determine topics for which most problems were assigned.
  - c. Daily quizzes and hour exams often have a close resemblance to each other.
  - d. Scan problems that were not assigned for problems that could be used on an examination.
  - e. Read questions at the end of the chapters for good test questions.
2. Do not stop with just "getting the idea." Be sure that you can work problems without the aid of the book.
3. Every exam has an element of speed. Have your "how's" and "why's" right at your fingertips. If you are slow, you probably need more study.
4. Students are not parrots. On a good exam you should be expected to give back something more than what was in the textbook. A good exam should not be carbon copy of a homework problem. It will probably approach the material covered from different angle to test your ability to reason and understand, rather than your ability to memorize.
5. When taking exams, many points are lost because the student does not **READ THE PROBLEM**, is not neat and orderly (has poor form and make errors in addition), or does not show calculations.
6. Examinations need not be a source of worry. Conscientious effort is seldom unrewarded.

