

Los Angeles Mission College  
Accounting 001, Section 3001  
Introductory Accounting I, Fall, 2013  
M&W, 7- 9:30 pm, Room Inst.1013

## *Syllabus (Standard)*

Instructor: R. G. Ordonez-- ordonezrudy@gmail.com. Office hours- classroom from 6:20pm, by appointment.

Textbook: Accounting, 24th Edition, Warren, Reeve, Duchac Hard Cover (ISBN 1-1119-8442-7)  
OR , Loose-Leaf, Binder-Ready edition (ISBN 1-1336-4074-5).

PLUS: CengageNow e-Learning Program. This class access code: **E-24YE2DLD9AAQN**.

### **1. Course Description**

Introductory Accounting I is a blended course designed for students majoring in Business and/or Accounting who plan on transferring to a four-year school. An introduction to accounting theory and practice which will become the foundation for further business studies. Focus will be placed on application of accounting concepts in the preparation of accounting worksheets and financial statements. Analysis and interpretation of accounting information will be strongly emphasized. Current events relevant to topics being covered will also be discussed.

### **2. Student Learning Outcomes (SLOs)**

Students will be able to recognize and apply financial accounting principles and concepts to: Analyze and record business transactions, and prepare adjusting and closing entries necessary to complete the accounting cycle; Apply the accrual basis of accounting to prepare financial statements, measure business income and determine financial position, and evaluate profitability and liquidity; and , Evaluate the proper recognition, valuation and classification of transactions affecting income statement and balance sheet accounts. Exams will test/measure attainment of SLOs.

### **3. Keys to Student Success**

The material in this course is cumulative, with each topic building upon the previous topic. As such, it is very important that students stay current to understand the material covered before moving on to the next topic. The course is fast-paced and it is therefore imperative that students not fall behind. This requires completing the reading and homework assignments prior to class. Students are encouraged to ask questions regarding the reading and homework assignments during the lectures.

Students are also strongly encouraged to utilize any resources which can augment the classroom lectures including: Instructor office hours  Learning Center tutors  Online support tools  Illustrative problems at end of each chapter  Practice quizzes; Supplemental homework problems with solutions  Study partners or groups .

### **4. Course Outline and Tentative Exam Dates**

Chapter 1 – Introduction to Accounting and Business – Aug 26, 2013

Chapter 2 – Analyzing Transactions **Exam 1 (Chapters 1-2), Aug 28, 2013**

Chapter 3 – The Adjusting Process – Sep 4

Chapter 4 – Completing the Accounting Cycle **Exam 2 (Chapters 3-4), Sep 9, 2013**

Chapter 5 – Accounting Systems – Sep 11

Chapter 6 – Accounting for Merchandising Businesses **Exam 3 (Chapters 5-6), Sep 16, 2013**

Chapter 7 – Inventories Chapter 9 – Receivables

**Chapter 9- Receivables (Exam 4- Ch. 7&9, Sep 23, 2013**

Chapter 10 – Fixed Assets and Intangible Assets

Chapter 11 – Current Liabilities and Payroll **Exam 5 (Chapters 10-11), Oct 2, 2013**

Chapter 8 – Sarbanes-Oxley, Internal Control, and Cash

Chapter 12 – Accounting for Partnerships and Limited Liability Companies

Review day: Dec 4

**Final Examination (Chapters 8, and 12), Dec 9 2013**

**Key Dates:** Withdraw without a “W” Withdraw with a “W”- see Fall Calendar  
Fall Holidays: No class: Sept 2, Nov 11, Nov 28. Grades posted on Dec. 16

### 5. Grading Criteria

A student’s performance will be evaluated based on the comprehension of concepts and methodical application of concepts to problems.

Course grading will consist of the following components: Grading Component

Class Participation (including group assignments) Weekly Homework Examinations (six equally weighted)

Total Final grades will be determined based on the scale below:

A: 90-100% B: 80-89% C: 70-79% You need at least a “C” to be admitted to Acctg 2.

Points

Class participation 100 points

Cengage Homework 200

Exams 450

Total 750

### 6. Examinations- 60%

Each examination will consist primarily of computational problems which will be similar to the questions, exercises and problems assigned as homework. The final examination will cover the material presented since the last examination and will not be comprehensive. All examinations will be weighted equally.

**There will be no makeup examinations permitted except in the case of extenuating circumstances approved in advance by the instructor. All makeup examinations must be taken before the next class meeting when the results of the exam will be reviewed.**

### 7. Class Participation- 15%

Class participation is a significant part of the student’s final grade in this class. To earn the class participation points, students must show up for class on time, be prepared and participate in class discussion and activities. Prepared means that students have completed the assigned homework material.

Although students are not necessarily dropped for failure to attend class, regular class attendance will greatly contribute to the successful completion of the course. Additionally, excessive absences will dramatically affect the student’s class participation grade. **If a student misses a class he/she must obtain the missed information from a colleague. The instructor will not respond to telephone calls or emails requesting information regarding what was covered in the missed lecture.**

### 8. Homework Assignments-25%

The pages assigned each class are to be read prior to the class in which the material is to be covered. By doing so, students will be able to participate and contribute to class discussions, as well as complete the required homework which will help prepare the student for the examinations. Homework will be assigned for each class meeting. All homework is to be completed using the CengageNOW online tool. Many of the homework assignments will be reviewed in class. **Late assignments will not be accepted for any reason.**

### 9. Student Conduct

Any student suspected of cheating during an examination will (i) be referred to the Administration, pursuant to college policy, and (ii) automatically receive a score of zero for the examination. Student conduct which is disruptive to the learning environment will not be tolerated and removal from class will result. Students will refrain from using cell phones, pagers and other electronic devices which may be disruptive to the class.

### 10. Class Modifications

The instructor reserves the right to modify the assignments, examination dates, and course curriculum. Students will be given reasonable notice as required.

### 12. Withdrawing from the Class

Students who for any reason are unable to complete the course are responsible for submitting to the college administration the proper documentation for withdrawing from the course prior to the withdrawal deadlines. **The instructor is not responsible for dropping students for non-attendance.**

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