



Laney College

Welcome to Business 1A - Financial Accounting

Summer 2017

GENERAL COURSE INFORMATION:

Bus-1A – Financial Accounting
Class Code Number 30230
Online Class Format
Prerequisites: None
Credit: 4 Units.
Acceptable for Credit: UC/CSU

INSTRUCTOR INFORMATION:

Anna Rovira Beavers
E-Mail Address: abeavers@peralta.edu
Webpage: <http://www.laney.edu/wp/anna-beavers>

COURSE DESCRIPTION:

This course is concerned with the recording and summarizations of business transactions for the purpose of preparing financial statements for external users. The student will be introduced to basic financial accounting concepts used in organizations within various industries. The Income Statement, Balance Sheet, and Statement of Retained Earnings will be covered. In addition, the course will cover proper recording, presentations, and disclosure of cash, receivables, inventory, fixed and intangible assets, liabilities, equity, and investment transactions.

COURSE OBJECTIVES:

Upon completion of this course, students are expected to demonstrate their abilities in the following areas:

- Describe the uses of accounting in business
- Analyze business transactions with a thorough understanding of accrual accounting rules.
- Understand the accounting cycle and the corresponding transactions.
- Understand the nature of internal controls and recording for current assets and current liabilities.
- Acquire an understanding of long-term assets and calculating various depreciation methods.
- Record inventory for merchandising and manufacturing organizations.
- Understand the management of liquidity and cash flow. Valuation and classification of current and long term liabilities and bonds payable.
- Understanding of stockholder equity, such as common and preferred stock issuance and recording.

STUDENT LEARNING OUTCOMES:

1. Analyze business transactions for a corporation by recording them to the general journal, posting to the general ledger and prepare a trial balance.
2. Prepare financial statement including the income statement, balance sheet, and statement of retained earnings
3. Analyze the effects of inventory cost and taxes for a retail company using the First in First Out, Last in First Out and Production method of inventories.

PREREQUISITE SKILLS FOR AN ONLINE CLASS

Characteristics of successful online students:

- *Self-disciplined and self-motivated*
- *Enjoy challenges and working through them*
- *Able to communicate well through writing*
- *Basic understanding of technology and a willingness to learn more*

TECHNICAL REQUIREMENTS

Students enrolled in this course should have:

1. *Access to a computer with reliable internet*
2. *Ability to use the Peralta email address assigned to you.*
3. *Basic computer skills*
 - *Able to use word processing program, compose emails (with attachments), organize files*
 - *Basic internet skills*
 - *Able to use a browser, conduct searches, upload and download files*

ABOUT THE CLASS

How does this online class work?

An online class is not different from a face-to-face class taking on campus. There are, homework assignments, and tests. All of these assignments have deadlines that must be met. The only difference is that all the work is done through a computer via the Internet through a course website.

An online week begins on Monday 12:00 am, and ends on Sunday 11:55 pm. All week's work must be completed during that time. Once an assignment is closed it cannot be reopened.

The course is challenging and it will require spending a good amount of hours each week. Make sure you spend some time planning your schedule.

The first step in taking this course is to register into the course website, Moodle, and then in Connect, the site where the assignments are done, see instructions below. It is important that you register soon after the course is available to students, and begin getting familiar with the page; it may take a bit to get comfortable with the navigation of the page.

What are the major challenges of an online class?

The major challenge in the online format is **procrastination**. You must treat this class as a regular face to face class where assignments are collected by the instructor on a certain date, and where tests are also given on a certain date. Good planning and enthusiasm will prevent you from procrastinating.

Online Class Recipe for Success

1. Make a schedule of the times you plan to spend studying for this course. (You should plan spending 12 to 15 hours a week) Stick to that schedule.
2. Log into the course website every day.
 - a. On a daily basis, check for messages from the instructor or other students.
3. Browse the Chapter Studying Materials
 - a. First see the PowerPoint
 - b. Read the book
 - c. Check the video
 - d. Do the Homework
4. **Do not wait until Sunday evening to complete the weekly assignments or tests**, since you may not have enough time to complete them before the due date and time. **Once assignments closed they will not be reopened under any circumstances, plan accordingly!**

REQUIRED TEXTBOOK and ACCESS CODE:

Title: Financial and Managerial Accounting, Information for Decisions
Authors: Wild, Shaw and Chiappetta
Edition: 6h

1. Purchasing the textbook in the Laney College Bookstore:

This is customized loose-leaf copy containing the entire textbook and the Access Code to the course website. It sells for \$185 at the Laney Bookstore. Remember that this package contains the material for both Financial and Managerial Accounting. Therefore, you will not have to purchase an additional book or access card when you take Managerial Accounting.

2. Purchasing an EBook and Access Card together:

The EBook pages are printable and it comes with the access card. The price is \$139.00. The EBook is available for 17 months; therefore, you will be able to use it in Managerial Accounting.

3. Purchasing the book from an online site: **IMPORTANT PLEASE READ**

You can only buy the Access Card through the publisher. If you decide to purchase the textbook from another source, besides the Laney Bookstore or through the Publishers website, you will still need the registration access code and the **only** option is to purchase the \$139 E-book.

4. If you are not able to purchase the textbook, the publisher gives one week **FREE TRIAL** so that you can start working and not missed any assignments datelines.

Online Study Materials:

This course website contains several studying materials that will help you master the subject in each chapter.

- PowerPoint slides to help you overview and summarize each chapter
- Videos. These are very helpful to get understand the calculations covered in each chapter.

One final note: You need the textbook (either format) and access card on the first day of class!

REGISTRATION TO COURSE WEBSITE (Please read carefully)

The course website will be through Moodle which is the official Peralta site for online courses. The registration to the site is free and is based upon students officially register in the class through Passport, the Peralta registration system. If you are in the waiting list, you will **not** be able to register until you are officially registered for the class.

How to log to the course website (Moodle)

Type or copy and paste the following address: <http://eperalta.org/summer2017/> Then follow the login instructions.

Login Instructions

Your login details are:

Username = PASSPORT User ID (lowercase if letters)

Password = date of birth in the format - yyyymmdd

You will be asked to change your password on your first login - make a note of your new password.

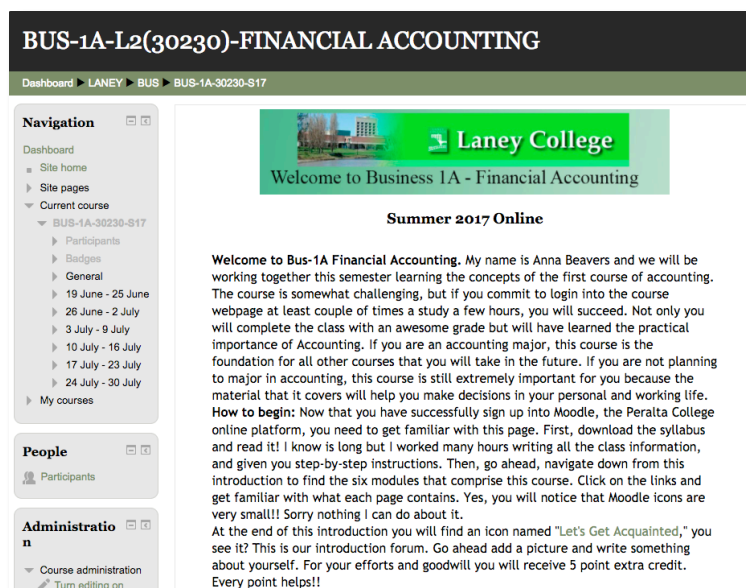
need help? contact online@peralta.edu

The course website will provide the basis for communication as well as provide you with a variety of tools to study for each chapter in the course. Also in the course website, you will find links to **Connect** the site where the homework, tests, and extra-credit assignments will be submitted.

2. After the initial login you will see all the courses you are register for this semester. Click on Financial Accounting

This is how the page looks like:

Once in the course webpage, spend sometime getting familiar navigating in the page and checking all the icons.



BUS-1A-L2(30230)-FINANCIAL ACCOUNTING

Dashboard > LANEY > BUS > BUS-1A-30230-S17

Navigation

- Dashboard
- Site home
- Site pages
- Current course
 - BUS-1A-30230-S17
 - Participants
 - Badges
 - General
 - 19 June - 25 June
 - 26 June - 2 July
 - 3 July - 9 July
 - 10 July - 16 July
 - 17 July - 23 July
 - 24 July - 30 July
- My courses

People

- Participants

Administration

- Course administration
 - Turn editing on

Welcome to Business 1A - Financial Accounting

Summer 2017 Online

Welcome to Bus-1A Financial Accounting. My name is Anna Beavers and we will be working together this semester learning the concepts of the first course of accounting. The course is somewhat challenging, but if you commit to login into the course webpage at least couple of times a study a few hours, you will succeed. Not only you will complete the class with an awesome grade but will have learned the practical importance of Accounting. If you are an accounting major, this course is the foundation for all other courses that you will take in the future. If you are not planning to major in accounting, this course is still extremely important for you because the material that it covers will help you make decisions in your personal and working life.

How to begin: Now that you have successfully sign up into Moodle, the Peralta College online platform, you need to get familiar with this page. First, download the syllabus and read it! I know is long but I worked many hours writing all the class information, and given you step-by-step instructions. Then, go ahead, navigate down from this introduction to find the six modules that comprise this course. Click on the links and get familiar with what each page contains. Yes, you will notice that Moodle icons are very small!!! Sorry nothing I can do about it.

At the end of this introduction you will find an icon named "Let's Get Acquainted," you see it? This is our introduction forum. Go ahead add a picture and write something about yourself. For your efforts and goodwill you will receive 5 point extra credit. Every point helps!!

The course website will provide the basis for communication as well as provide you with a variety of tools to study for each chapter in the course. See Also in the course website, you will find links to **Connect** the site where the homework, tests, and extra-credit assignments will be submitted.

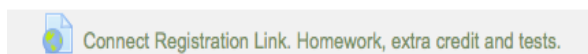
See below for Connect registration instructions.

Note: The only way of communication I have with you is via email. The default email is your Peralta email, if you do not frequently use this email you could change it to the email you most used. See Instruction on how to change your email in pages 12 and 13.

The courtesy access gives

Registering in Connect:

Once in Moodle you will find the following link to Connect:



THREE WAYS TO REGISTER INTO CONNECT. **PLEASE DO NOT DELAY REGISTERING** the sooner you are in, the sooner you will be up and running!!

1. If you purchase the textbook in the bookstore, you will find the access card in your book with a registration code. Click on **register now** and follow the steps.
2. If you want to purchase the E-book click on register now and follow the steps.
3. Using the two weeks courtesy access offer by the publisher. Click on **register now** and follow the steps.

See image below.

IMPORTANT! A WORD OF CAUTION:

You cannot register to Connect several times with different names, as it will show as a different student. I only count the grades of students who are officially enrolled in Passport. Every one else will be deleted from the Connect page.

GRADING POLICY:

You will receive numerical scores for your work. The work required will be weighted as follows:

Grading is done on specific performance as opposed to class averaging or grade curve.

| Grade | Number | Points | Total | Percentage |
|------------------------------|--------|--------|-------|------------|
| Homework | 10 | 10 | 100 | 24% |
| Exams | 5 | 60 | 300 | 71% |
| Quiz | 1 | 20 | 20 | 5% |
| Total | | | 420 | 100% |
| Extra Credit Assignments: | | | | |
| Learn Smart | 10 | 5 | 50 | |
| Serial Challenge Problems | 4 | 5 | 20 | |
| Forum "Let's Get Acquainted" | 1 | 5 | 5 | |
| Total possible extra-credit | | | 70 | |

| Points Earned | Grade | % |
|---------------|-------|---------------|
| 420-378 | A | 90% |
| 377-336 | B | 80% |
| 335-294 | C | 70% |
| 293-252 | D | 60% |
| 252 and below | F | 59% and below |

Homework Assignments: (10 assignments @ 10 points each)

100 points

Homework assignments are an integral part of this course. There will be a homework assignment for every chapter composed of exercises and problems. Every assignment is worth 10 points. Some of the assignments are interactive, that means that it will show you a short movie of the concept being study and when finished it will ask you a few questions. These exercises are great before doing the problem exercises.

You will be able to submit homework assignments as many times as you like, only the **highest** score will count as your final grade.

As you work on these assignments, you will see the words "**Check My Work**" which will help you check the accuracy of your answer. d

Additionally, some exercises have the following



icon. After clicking this icon, it will show you short narrative example on how to solve the problem.

Exams (5 exams @ 60 points each)**300 points**

There will be 5 exams given during the semester. Each exam is worth 60 points. You will have 3 hours to complete the exam; typically it is plenty of time. You only have **one** opportunity to take the exam and it must be done in one setting. You must know the material well to make a good grade, make sure to study before you begin the exam; **once you open it you must completed it.**

Quiz (1 @ 20 points)**20 points**

There will be only one quiz in this course. This quiz will cover basic material from chapter 1. The purpose of this quiz is to familiarize students with the structure and questions and prepare them for the exam in the next weeks.

Extra Credit Activities:

You will be able to increase your grade in case of a low-test grade or a missing assignment. The course website contains 10 interactive learning tool that are fun, and will help you learn the material cover in each chapter. You will received 5 points for completing each chapter extra credit exercise.

Additionally there are four extra-credit challenge exercises that follows a company from the onset until the first close of the books, these concepts are covered in chapters 1 thought 3 and must be learned well to understand the material in following accounting classes. Each exercise is worth 5 points for a total of 20 points additional extra credit.

All extra-credit assignments are opened until the last day of class.

Instructor Availability

*Your success in this course is very important to me. Please do not hesitate to contact me if you have any concerns or problems you may want to discuss about your successful completion of this course. The best way to reach me is via email abeavers@peralta.edu. I will try to answer all your questions via email within 24 hrs. of your email or sooner. To make sure I will answer you promptly, write your name and class your taken in the subject of the email and **always** sign the email. For example: Trish Johnson Bus-1A.*

Incomplete and Withdrawals:

No incomplete will generally be granted in this class. There is no provision for administrative withdrawals, that means that withdrawing is your responsibility. **Remember! If you decided to drop the class, you need to withdraw from the class officially through "Passport" the online registration system, or in person in the Admissions Office.**

Stopping from participating in the class or login into the class website, does **not** generate and automatic **DROP**. DO NOT ASSUMED THAT YOU WILL DROPPED IF YOU DO NOT PARTICIPATE (this advise is for all classes you take at Peralta Colleges) Take care of your Academic Standing by managing your Point Average.

If you do not officially **drop**, your grade will be calculated based on the total points you have earned to date. Please email me with questions or concerns.

Academic Dishonesty:

The College and faculty expect students to be honest in their academic work. Academic dishonesty (e.g., plagiarism and cheating) is not acceptable. Academic dishonesty is an ethical issue and defrauds all those who depend upon the integrity of the college, its courses, and its degrees.

Any appearance of academic dishonesty will not be tolerated. The consequences will be severe, including but not limited to a failing grade in the course, probation, or band from registering at any of the Peralta Colleges. What do I mean by appearance, for example students taken less than a reasonable time to complete an exam or homework.

Unfortunately cheating is found in the classroom and online as well. I do not take cheating kindly. Any reasonable doubt of cheating will be follow up promptly and severely. Everyone has the capacity to learn, why risk it!!

Class Schedule - Bus-1A Online Section 30230

Remember: The online course week begins on Monday at 12:00 am and ends on Sunday at 11:55 pm. All weekly assignments are due **Sunday at 11:55 pm**. Assignments will not be available after that date.

PLEASE READ AND GET FAMILIAR WITH THIS DOCUMENT

| Class Schedule / Weekly Assignments Getting Ready | | | |
|--|---|--|--------------------------|
| Introduction | | Monday June 12 | to Sunday June 25 |
| | 1 | Purchase the Book (See Class Materials Handout) <i>Please do this right away, delaying purchasing the textbook will affect your performance in the course.</i> | |
| | 2 | Register into the course website www.eperalta.org/summer2017/ (The Course Website) | |
| | 3 | Get Familiar with the course | |
| | 4 | Write "Let's Get Acquainted" Forum, add your picture and write a little bit about you. | 5 points Extra Credit |
| Class Begins | | | |
| Week 1 | | Monday June 19 | to Sunday June 25 |
| Chapters 1 | 1 | Chapter 1 Homework | 10 points |
| | 2 | Quiz I (Chapters 1) | 20 points |
| | | Chapter 1 Extra Credit | 5 points Extra Credit |
| Week 2 | | Monday June 26 | to Sunday July 2 |
| Chapters 2 & 3 | 1 | Chapter 2 Homework | 10 points |
| | 2 | Chapter 3 Homework | 10 points |
| | 3 | Test I (Chapters 1, 2 and 3) | 60 points |
| | | Chapter 2 Extra Credit | 5 points Extra Credit |
| | | Chapter 3 Extra Credit | 5 points Extra Credit |
| Week 3 | | Monday July 3 | to Sunday July 9 |
| Chapters 4 & 5 | 1 | Chapter 4 Homework | 10 points |
| | 2 | Chapter 5 Homework | 10 points |
| | 3 | Test II (Chapters 4 and 5) | 60 points |
| | | Chapter 4 Extra Credit | 5 points Extra Credit |
| | | Chapter 5 Extra Credit | 5 points Extra Credit |
| Week 4 | | Monday July 10 | to Sunday July 16 |
| Chapters 7 & 8 | 1 | Chapter 7 Homework | 10 points |
| | 2 | Chapter 8 Homework | 10 points |
| | 3 | Test III (Chapters 7 and 8) | 60 points |

| | | | |
|----------------------------|---|------------------------------------|----------------------------|
| | | Chapter 7 Extra Credit | 5 points |
| | | Chapter 8 Extra Credit | 5 points |
| Week 5 | | Monday July. 17 | to Sunday July 23 |
| Chapters 9 & 10 | 1 | Chapter 9 Homework | 10 points |
| | 2 | Chapter 10 Homework | 10 points |
| | 3 | Test IV (Chapters 9 and 10) | 60 points |
| | | Chapter 9 Extra Credit | 5 points |
| | | Chapter 10 Extra Credit | 5 points |
| Week 6 | | Monday July 24 | to Thursday July 27 |
| Chapter 11 | 1 | Chapter 11 Homework | 10 points |
| | 2 | Test V (Final Exam) | 60 points |
| | | Chapter 11 Extra Credit | 5 points |
| | | | |
| | | | |

Important Dates:

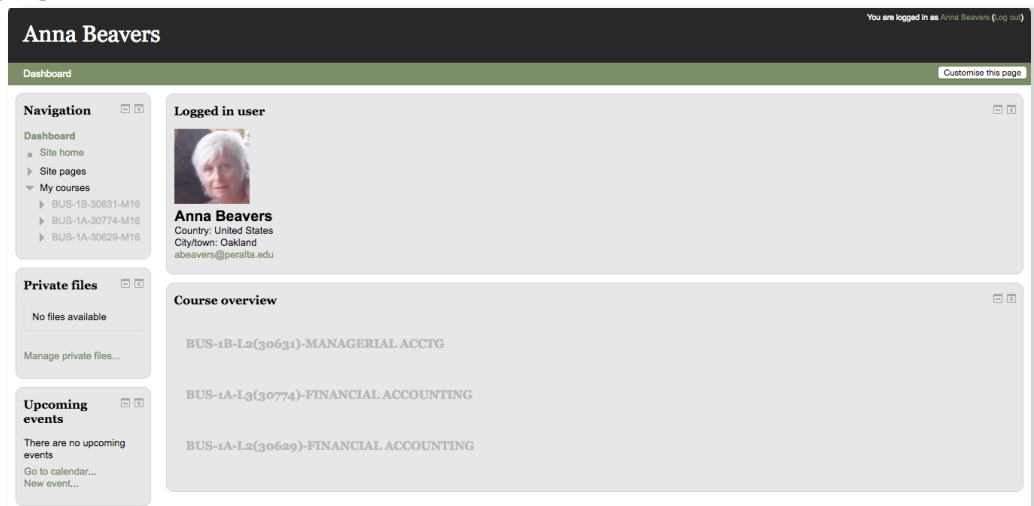
| | |
|------------|--|
| June 6 | Drop for Nonpayment of Tuition and Enrollment |
| June 26 | Last day to drop, without a W, regular session classes and received a refund |
| June 26 | Last day to Add |
| July 19 | Last day to Withdraw from Regular Classes and Receive a W |
| | Last day to pay all fees due even if classes are dropped this date |
| July 28 21 | Last Day of Summer Classes |

How to change your profile in Moodle

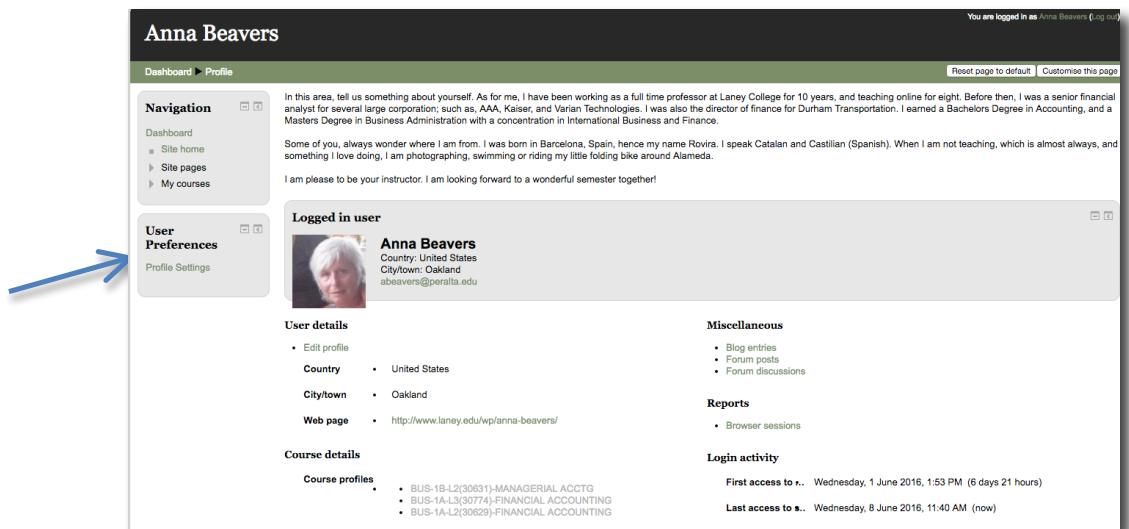
1. Sign into Moodle: <http://eperalta.org/summer2016/>

After signing you will see all the courses that you are register for. Below is a sample of my courses.

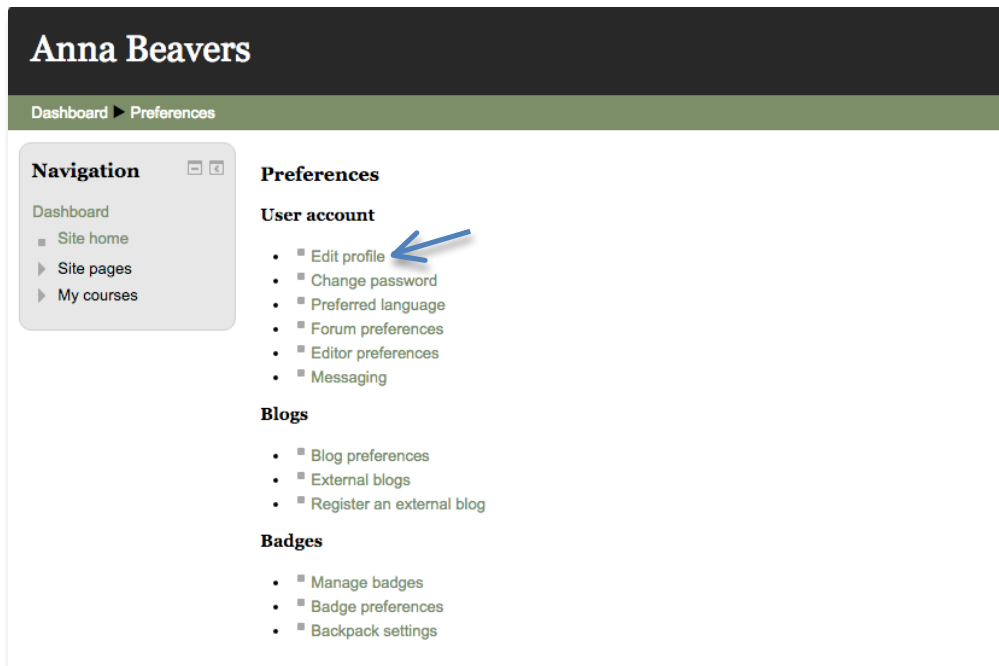
On the upper right corner you will see your name and a pull down menu, click on your name, it will take you to the **profile**.



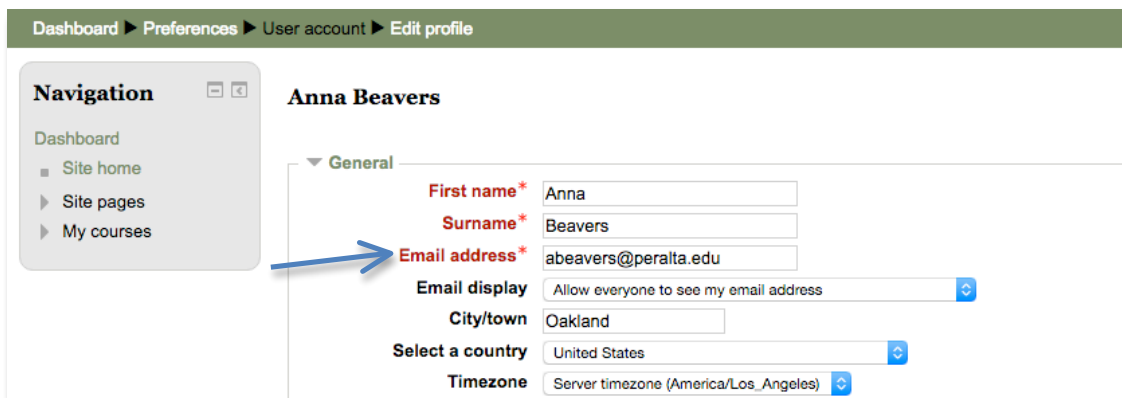
2. Once in the profile, click on **Profile Setting** under User Preference



3. Once in Preference, click on **“Edit Profile”**



4. Under General and below your name, you will find the email address currently in Moodle, you can now change it to the email you most use.



4. Make sure to save your profile by scrolling to the end of the page and clicking on **Update Profile**.

