

Course Syllabus

Financial Accounting

Welcome Trainer! This semester you will embark on an epic journey into the awe-inspiring world of... accounting!

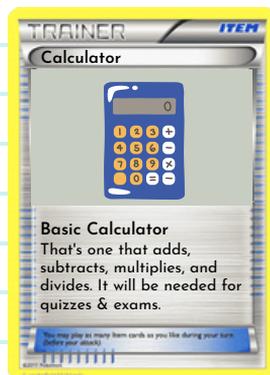
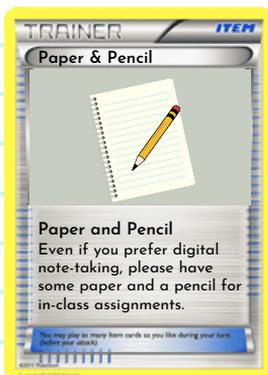
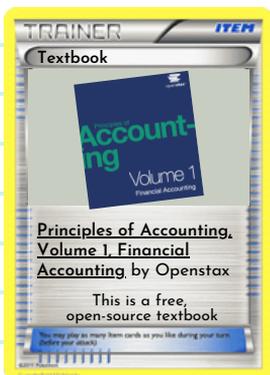
Your adventure will be full of twists, turns, cunning side quests, and worthy adversaries.

Fear not, you will have enhanced tools, an enthusiastic professor, and steadfast teammates to help you along the way.

Through dedication, teamwork, and an unwavering belief in yourself -you will become the very best, like no one ever was!

The journey begins...

Required Tools Having the appropriate tools can help make for a successful journey. Please have:



Outcomes At the end of our journey, you will have gained new friendships, ways of thinking, and skills, including:

- being able to navigate complex financial statements successfully.
- understanding how financial rules can be manipulated for private gain.
- applying transactional analysis, inputting transactions into the accounting system, processing this input, for a corporation engaged in service and/or merchandising operations.
- explaining the nature and purpose of IFRS, Long-Term Liabilities, Stockholder's Equity and Reporting Requirements, Statement of Cash Flows, & financial statement analysis.
- explaining the content, form, and purpose of the basic financial statements (including footnotes) and how they satisfy the information needs of investors, creditors, and other users.

Basically, you will have mastered the skills needed to preserve the critical harmony between good and evil... at least in the financial realm.

Gameplay how we interact with the content and each other.

 **Be Present!** Both physically and mentally :)

Taking this journey *together*, is important. So, make every effort to attend each class, for the full time. If you must be absent, please let me know so I can send you any resources ahead of time.

 **Be Kind!** It is all part of good sportsmanship :)

We will all struggle at times, with many different things. Lend a helping hand when you can and it will surely be returned when you need it.

Dropping If you cannot complete your quest at this time, please use your WVC Portal to drop the class by:

 **Sep. 10th** If you drop by this date, you will get a refund and no "W" will appear on your transcript.

 **Nov. 17th** If you drop by this date, a "W" will appear on your transcript. If you stay in the class after this date, a letter grade must appear on your transcript.

I only drop students that do not attend the first class session or miss the first exam, if no prior notice provided.

Please note, this class does not have a pass/no pass option.

Tasks With any journey, there are tasks that must be completed as part of your mission. Your tasks will include:

<u>Task</u>	<u>Weight</u>	<u>Additional Info</u>
Participation	10%	Your two lowest participation scores will be dropped.
Projects (3-4 projects during the semester)	10%	These will be assigned as <i>individual</i> projects unless otherwise stated.
Quizzes (about 1 per chapter)	15%	Your lowest quiz score will be dropped.
Midterm Exams (3)	45%	Your lowest midterm score will be dropped.
Final Exam	20%	At least it isn't cumulative :)
Total	100%	

Grading Your individual grade will depend on your performance in the above tasks. For example, students earning between 90 and 100% would earn an "A" letter grade in the class. See the following table for a complete listing of the percentages and their corresponding letter grades.

Percent Earned	Letter Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Please notice that West Valley does not assign plus or minus grades.

 **Extra Credit** Any extra credit opportunities will be announced in class. Do take advantage when you can.

 **Gradebook** Your grades will be available in the Canvas Gradebook. Please allow 1 week for quiz and assignment scores to be posted and 2 weeks for exams and project scores. Please contact me if you have any questions or concerns.

Details See below for greater detail regarding the tasks you are expected to complete this semester.

1.) Participation (10%) -this will be assessed during class by having you submit individual work, group work, or other types of contributions. Please make sure you are present each class session so you can have the opportunity for these points.

2.) Projects (10%) -three to four projects will be assigned during the semester. Unless otherwise stated these will be individual projects, meaning that the submission should reflect your own original efforts and thinking. Please see the course schedule for the project due dates. More information will be provided regarding these projects in class.

3.) Quizzes (15%) -these are a great way for me and you to assess your learning of the class concepts. You can expect about one quiz per chapter, sometimes more sometimes less. Normally quizzes will be announced the session beforehand, but sometimes quizzes will be administered unannounced (known as those fun "pop quizzes"). Generally, quizzes are taken as individual assessments and are closed-note and book. Please make sure to have a basic calculator with you at all times as cell phone calculators are not allowed for quizzes.

4.) Midterms (45%) and Final Exam (20%) -there are three midterms and one final exam (see course schedule for dates). Each exam will cover 3-5 chapters. All exams are closed book and . Please bring a number 2 pencil and a basic calculator on the exam dates. The best way to prepare for your exams is to review your class notes and previous class assignments. The exam formats may be a mix of multiple-choice questions, true/false selections, fill-in-the-blanks, essays, and problems. On exams dates, students are expected to arrive on time as late arriving students may be denied the ability to take the exam, and once started students may not leave during the exam time.

All assignments will have due dates and students are expected to meet those dates. If you can't, please reach out to me.

Academic Honesty

This means being truthful in your academic works.

Occasionally, you may feel overwhelmed by the amount of work you need to accomplish. We all face challenges and stress; it is never okay to cheat because of them. Instead, please ask for help! Reach out to me, a classmate, and the school's tutoring center -there are lots of resources available to help you.

Since academic honesty can be difficult to understand, here are some examples of what you should and should not do:

What to do

- Trust your abilities and the value of your own intellect.
- Demonstrate your own achievement, effort, and abilities.
- Do original work for each class.
- Ask for help from me or tutors if you need it!

What not to do

- Purchase papers or have someone complete work for you*.
- Use websites to find answers to tests or quizzes.
- Copy work from another student.
- Allow another student to copy your answers on assessments.
- Copy ideas, data, or wording without citing the source.

Examples from Massachusetts Institute of Technology. "[What is Academic Integrity?](#)" (2018)

"Purchasing papers places you in jeopardy. Students report being blackmailed, extorted, and "shaken down" by online essay companies.

National Public Radio. "[Buying College Essays Is Now Easier Than Ever. But Buyer Beware](#)". (2019)

Conduct

Everyone in this class is expected to behave ethically and professionally. That behavior includes:

- Respecting classmates and the classroom environment.
- Not harassing other students or the instructor.
- Behaving in a kind and professional manner appropriate for the college.

Any misconduct, academic or behavior, will be reported to the Vice President of Student Services for disciplinary action.

Resources

The school has many programs to support you.

Tutoring - free tutoring is available both in-person and online.

Tutoring in various subjects is available -most importantly, *accounting!*

Visit the Success Center at their location on campus in NWP-2 or you can visit their website for additional information.

Accommodations - if you think you may run into academic barriers because of a disability, such as a learning disability, ADHD, mental health, or chronic or temporary medical condition, please contact the Disability and Educational Support Program (DESP). Visit them at their location on the first floor of the Student Services Building or view their website for more information.

Basic Needs - the College has services to help students experiencing food or housing insecurity. Just visit their website for information.

Library - Wow, the library is so cool! And the librarians are so helpful! Come to them with any question -need a textbook? Calculator? Laptop? Hotspot? Help with research? They have you covered! Visit them in the Villages (Classrooms 21-26), or online, or follow them on Instagram @wvclibrary. And did I mention how cool they are?!

Academic Counseling -

The Business Division has a dedicated counselor, Maryam Fard. You may work with any counselor in the Counseling Department, but Maryam is familiar with the requirements for professional study majors (like accounting and business). She even has her office located in the CHE building for your convenience.

Personal Counseling -

West Valley College offers personal, one-on-one counseling appointments as well. This service is free to students. Visit the Health Services website to learn more.

TRAINER Supporter

Maryam Fard

Office: CHE 107A
Phone: (408) 741-4068
Email: maryam.fard@westvalley.edu
Website: Counseling

Schedule an appointment
thru Starfish

Even more student support services can be found at the school's Student Services website.

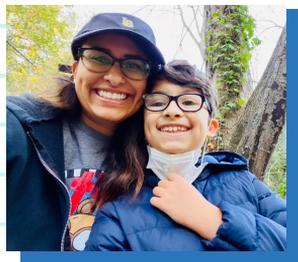
Safety Preparedness Please sign up for the college's alerts and view their Emergency Preparedness information.

Tips for Success

- **Attend each class session.** *Fun fact, studies show that attendance is the single best indicator of how successful students are in a college class.*
- **Take notes by hand.** *Taking notes by hand, instead of typing them, increases the likelihood that you will have better recall of the information.*
- **Study/Review right after each class.** *Review new material right after the class, this reduces the phenomenon known as the "forgetting curve".*
- **Block out regular time to study.** *Maybe this is right after class to help reduce that forgetting curve :)*
- **Be resourceful!** *There are so many resources out there -YouTube, Google, the Tutoring Center, your peers. So, please don't get stuck -just be resourceful!*
- **Practice those debits and credits!** *This is one of the most critical, and difficult, topics in accounting. So practice and then practice it some more :)*
- **Signup for Canvas notifications.** *If I have an important announcement (like a class cancellation) I'll post that information on Canvas. Don't miss important notices -sign up for alerts. See Appendix A for details.*
- **Pay attention to due dates and mark them on your calendar.**
- **Read the syllabus and other class handouts carefully.**
- **Allow sufficient time for the projects.**
- **Monitor your grade in the class.**
- **Ask for help when you need it and help others when you can.**

Final Note I am so excited to be on this journey with you.

Don't worry, you don't have to like math, accounting, or even Pokémon to do well in this class. You just need a curious mind, a spirit for adventure, a resilient attitude, and a kind nature. We will face challenges, but we will puzzle them out together and I guarantee you will have fun and gain some valuable knowledge along the way :)



Appendix A: Canvas

Canvas is the learning management program used to organize certain class information -such as grades and announcements.

See below for screenshots on how to access the system, log in, and setup notifications.

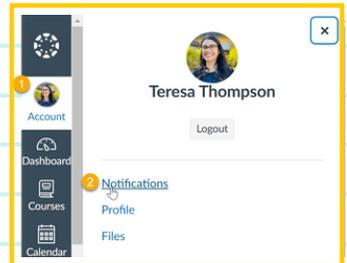
Access: You can access Canvas from the [westvalley.edu](https://www.westvalley.edu) homepage.



Login: Now select either "Single Sign On" and use your My Portal login information, or select "Alternate Login" and use your Student ID with birth date to access Canvas.

Setting Notifications: Click on your Account from the Global Navigation Menu and then select "Notifications". You can customize how and when you receive notifications of Canvas activity.

I recommend turning on *immediate* notifications for **Announcements**, **Grading**, **Submission Comments**, and **Conversation Messages**.



If I ever have to cancel a class, I will communicate this thru the Canvas Announcements.

Technical Difficulties?

Get Help

For Help with Single Sign on:
Call the helpdesk: [408-741-2696](tel:408-741-2696)

For Help with all other Canvas issues, use the numbers below.

West Valley: [408-741-2627](tel:408-741-2627)

Mission: [408-855-5243](tel:408-855-5243)

If you have trouble logging on, visit [the school's Canvas help page](#) for more information or call one of the numbers listed.

Please note it may take up to 12 hours after registering for a class before it appears on your Canvas Dashboard.

Course Schedule

Subject to change, but hopefully not too much

Week	Dates	Topic	Important Dates
1	Mon. Aug. 28	Course Introduction & Chapters 1 & 2 <ul style="list-style-type: none"> Course Welcome & Overview Explain the Importance of Accounting Identify Users of Accounting Information Typical Accounting Activities & Accountant Roles Why Accounting is Important to Stakeholders 	
	Wed. Aug. 30	Chapter 2: Introduction to Financial Statements <ul style="list-style-type: none"> Describe the Income Statement, Statement of Owner's Equity, Balance Sheet, and Statement of Cash Flows Define, Explain, and Provide Examples of Current and Noncurrent Liabilities, Equity, Revenues, and Expenses Prepare the Income Statement, Statement of Owner's Equity, and Balance Sheet 	
2	Mon. Sep. 4	<i>School Closed -No Class -----</i>	<i>Labor Day</i>
	Wed. Sep. 6	Chapter 3: Analyzing & Recording Transactions <ul style="list-style-type: none"> Principles, Assumptions, and Concepts of Accounting Expanded Accounting Equation Initial Steps of the Accounting Cycle 	Sep. 10 th Last Day to Drop without a "W" grade
3	Mon. Sep. 11	Chapter 3: Analyzing & Recording Transactions (cont.) <ul style="list-style-type: none"> Analyze Business Transactions Use Journal Entries to Record Transactions 	
	Wed. Sep. 13	Chapter 3: Analyzing & Recording Transactions (cont.) <ul style="list-style-type: none"> Using T-Accounts Prepare a Trial Balance 	
4	Mon. Sep. 18	Chapter 4: The Adjustment Process <ul style="list-style-type: none"> Guidelines for Adjusting Entries Common Types of Adjusting Entries 	Sep. 18 th School Deadline to Petition for Spring 2024 Transfer & Fall 2023 Graduation
	Wed. Sep. 20	Chapter 4: The Adjustment Process (concluded) <ul style="list-style-type: none"> Record and Post Adjusting Entries Prepare an Adjusted Trial Balance 	
5	Mon. Sep. 25	Chapter 5: Completing the Accounting Cycle <ul style="list-style-type: none"> Describe the Closing Process Prepare & Post Closing Entries Prepare a Post-Closing Trial Balance 	
	Wed. Sep. 27	Chapter 5: Completing the Accounting Cycle (concluded) <ul style="list-style-type: none"> Prepare a Classified Balance Sheet Complete a Comprehensive Accounting Cycle 	Project I Due
6	Mon. Oct. 2	Exam I (Chapters 1-5)	
	Wed. Oct. 4	Chapter 6: Merchandising Transactions <ul style="list-style-type: none"> Merchandising vs. Service Companies Perpetual vs. Periodic Inventory Systems Record Purchases Using a Perpetual System 	

<i>Week</i>	<i>Dates</i>	<i>Topic</i>	<i>Important Dates</i>
7	Mon. Oct. 9	Chapter 6: Merchandising Transactions (concluded) <ul style="list-style-type: none"> Apply the Two Commonly Used Freight-In Methods Prepare & Analyze a Multi-Step Income Statement 	
	Wed. Oct. 11	Chapter 8: Fraud, Internal Controls, and Cash <ul style="list-style-type: none"> Fraud in the Workplace Define Internal Controls Sarbanes-Oxley Act Prepare & Analyze a Bank Reconciliation Recording Journal Entries 	
8	Mon. Oct. 16	Chapter 9: Accounting for Receivables <ul style="list-style-type: none"> Revenue Recognition Pertaining to A/R Concepts and Entries Relating to Uncollectible Accounts Presentation & Analysis of Receivables 	
	Wed. Oct. 18	Chapter 9: Accounting for Receivables (concluded) <ul style="list-style-type: none"> Transactions that Create Notes Receivable Calculate Interest on Notes Receivable Prepare Journal Entries Relating to Notes Receivable 	
9	Mon. Oct. 23	Exam II (Chapters 6, 8, & 9)	
	Wed. Oct. 25	Chapter 10: Inventory <ul style="list-style-type: none"> Determining Inventory Cost & Ownership Basic Inventory Valuation Methods Calculating Inventory Costs -Perpetual Method 	
10	Mon. Oct. 30	Chapter 10: Inventory (concluded) <ul style="list-style-type: none"> Impact of the Different Inventory Methods on the Financial Statements Impact of Inventory Errors on Financial Statements Presentation and Analysis of Inventory 	
	Wed. Nov. 1	Chapter 11: Long-Term Assets <ul style="list-style-type: none"> Tangible vs. Intangible Assets Capitalize Costs vs. Expenses Basic Depreciation Methods 	
11	Mon. Nov. 6	Chapter 11: Long-Term Assets (continued) <ul style="list-style-type: none"> Computing Depreciation Financial Impacts of Depreciation Methods Accounting for Intangible Assets Revising Depreciation Recording Disposal of Long-Term Assets 	
	Wed. Nov. 8	Chapter 12: Current Liabilities <ul style="list-style-type: none"> Define Current Liabilities Common Types of Current Liabilities Journalize & Report Current Liabilities Contingent Liabilities & Treatment Calculations and Entries Relating to Notes Payable Calculating & Recording Payroll 	Project II Due
12	Mon. Nov. 13	Exam III (Chapters 10, 11, & 12)	
	Wed. Nov. 15	Chapter 13: Long-Term Liabilities <ul style="list-style-type: none"> Define Long-Term Liabilities Entries Relating to Bonds Payable Calculating Amortization on Bonds Payable 	Nov. 17 th Last Day to Drop with a "W" grade

<i>Week</i>	<i>Dates</i>	<i>Topic</i>	<i>Important Dates</i>
13	Mon. Nov. 20	Chapter 13: Long-Term (concluded) <ul style="list-style-type: none"> • Presentation & Analysis of Bonds Payable • Calculating Present Value of Bonds Payable (Appendix B) 	
	Wed. Nov. 22	Chapter 14: Corporation Accounting <ul style="list-style-type: none"> • Explain Equity Financing • Record Stock Issuances • Stock Repurchases 	
14	Mon. Nov. 27	Chapter 14: Corporation Accounting (concluded) <ul style="list-style-type: none"> • Explain & Record the Different Types of Dividends and Stock Splits • Presentation of Stockholders' Equity 	
	Wed. Nov. 29	Chapter 16: Statement of Cash Flows <ul style="list-style-type: none"> • The Statement of Cash Flows • The Sections on the Statement • Preparing the Statement of Cash Flows • Analyzing the Statement of Cash Flows 	
15	Mon. Dec. 4	Appendix A: Financial Statement Analysis <ul style="list-style-type: none"> • Horizontal & Vertical Financial Analysis • Financial Ratios 	
	Wed. Dec. 6	Financial Accounting Comprehensive Overview	
16	Mon. Dec. 11	Final Exam 9:40a-11:40a (Chapters 13, 14, 16 & Appendices A & B)	Project III Due
	Wed. Dec. 13	<i>No Class -----</i>	<i>Finals Week</i>



That's all folks!

Final course grades will be published on Canvas
by December 22