Los Angeles Harbor College

Department of Accounting
Business Division
Spring 2016

Course Syllabus for Accounting 001

Instructor: Arif Ahmed                           Class Time: 11:10 a.m. –1:40p.m.
Phone: 310-233-4309                             Class Location: Tech 214
Email Address: ahmedau@lahc.edu       Days: Tuesday and Thursday
Units: 5 units                                           Office hours: 4:30 p.m. - 5:00 p.m.
Section: 891                                            Tuesday and Thursday at
                                                     SSA 209 and also after the class.

Course Description:

The objectives of this course are to learn the contents and the meaning of the basic financial statements and their impact on the decision-making process in the business environment. This course presents theory and practice of the accounting discipline to recording, summarizing, analyzing and reporting of the business transactions as well as for the preparation of the financial statements, asset valuations, revenues and expense recognition; and the study of various business assets, liability, and capital accounts. The course emphasizes accounting for sole proprietorships and also for corporations, and the use of accounting information in the decision making by the investors, creditors and other users and stakeholders external to the organization.

Learning Outcomes for this course – student will:

1. General Accounting Theory and Practice

   Demonstrate a firm understanding and working knowledge of basic accounting terminology and the process by which transactions are analyzed and transformed into financial statements.
2. Analytical Skills

Demonstrate the ability to identify key issues, select relevant data, and think critically and analytically about the possible solutions for a financial accounting problem.

3. Ethics

Demonstrate the ability to act with integrity and honesty and choose an ethical course of action in all contacts with employers, clients, co-workers, and general public.

4. Prepare financial statements.

5. Apply generally accepted accounting principles in assets valuation, in revenue and expense recognition, in financial statement for the presentation of assets, liabilities and capital accounts.

6. Describe internal controls over various assets accounts.

7. Apply different components of an accounting information system.

8. Use accounting information in decision making from the perspectives of creditors, investors and users external to an organization.

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<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Exams</th>
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<tbody>
<tr>
<td>02/09/16-02/15/16</td>
<td>Chapter 01: Introduction to Accounting &amp; Business</td>
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<tr>
<td>02/16/2016-02/22/16</td>
<td>Chapter 02: Analyzing Transactions</td>
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<td>02/23/16-02/29/16</td>
<td>Chapter 03: The Adjusting Process</td>
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<td>03/01/16-03/09/16</td>
<td>Chapter 04: Completing the Accounting Cycle</td>
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<td>03/10/16</td>
<td>Chapter 05: Accounting for Merchandising</td>
<td>EXAM 01</td>
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<td>03/15/16-03/21/16</td>
<td>Chapter 07: Inventories</td>
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<td>03/22/16-03/28/16</td>
<td>Chapter 08: Sarbanes Oxley, Internal Controls &amp;</td>
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<td>03/29/16-04/01/16</td>
<td>Chapter 09: Receivables</td>
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<td>04/04/16-04/08/16</td>
<td>Spring Break</td>
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<td>04/12/16-4/18/16</td>
<td>Chapter 10: Fixed Assets &amp; Intangible Assets</td>
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<td>04/19/2016</td>
<td>Chapter 11: Current Liabilities &amp; Payroll</td>
<td>EXAM 02</td>
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<td>04/26/2016-05/02/16</td>
<td>Chapter 12: Corporations: Organization, Stock</td>
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<td>transactions and dividends</td>
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<td>05/03/16-05/09/16</td>
<td>Chapter 13: Long-Term Liabilities: Bonds and</td>
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<td>05/10/16-05/16/2016</td>
<td>Chapter 14: Investments and Fair Value</td>
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<td>05/17/2016-05/23/16</td>
<td>Chapter 15: Statement of Cash Flows</td>
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<td>05/24/16</td>
<td>Class Presentation</td>
<td>EXAM 03</td>
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<td>05/31</td>
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<td>06/02</td>
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<td>FINAL EXAM</td>
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Oral Class Presentation:

Each student is required to do an oral class presentation on a pre-approved topic as part of the final grade. Visual aids, such as pictures and posters are allowed. Also the use of technology is highly recommended.

Grading:

<table>
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<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Home work</td>
<td>10%</td>
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<tr>
<td>In class participation</td>
<td>5%</td>
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<tr>
<td>Exam I</td>
<td>15% (Chap 1-4 and 6)</td>
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<tr>
<td>Exam II</td>
<td>15% (Chap 7-10)</td>
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<tr>
<td>Exam III</td>
<td>15% (Chap 11 and 13-16)</td>
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<tr>
<td>Oral Class presentation</td>
<td>10%</td>
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<tr>
<td>Quick book report</td>
<td>5%</td>
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<tr>
<td>Final Exam</td>
<td>25% (Comprehensive)</td>
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Total points: 100%
Grading Policy:

90-100% = A  
80- 89% = B  
70 – 79%= C  
60- 69% = D  
0 - 59% = F

Exams:

There will be four exams given which include three mid-term exams and one comprehensive final exam. The three mid-term exams will consist of multiple choice questions and accounting problem solutions and will comprise the 45% of the grade. The comprehensive final exam will also consist of multiple choice questions and accounting problem solutions and will comprise the 25% of the semester grade. Home Works will be consisting of chapter accounting problem solution selected by the instructor and comprise of 10% of the semester grade. Students are required to attend the classes and encouraged to participate in the class discussion and in class participation grade is 5% of the total grade. Instructor will provide the topics for student to choose for Oral presentation (10%) based on current business environment or chapter of the text. Quick book report will consists of an overview of the software and its use in accounting for small business.

Missed Exams:

Without a valid written medical excuse, no make- up exams will be allowed.

Required text:

2. Supplementary materials provided by the instructor.
   and use course key: E-24YE4BQFT56XM
Important disclosure about the course:

Copyright Statement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liability for copyright infringement may include payment of monetary damages to the copyright owner. Criminal penalties for copyright infringement may include fines up to $250,000 and imprisonment up to ten years. Students who violate the District’s computing facilities usage policy (LACCD Administrative Regulation B-28) may also be subject to college disciplinary action, including but not limited to, suspension or expulsion.

Instructional Materials

Students may be required to provide instructional and other materials required for the course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the district.

Plagiarism

Plagiarism is a form of cheating. Any student who uses the published or unpublished writing, ideas, and/or words of another person without crediting the author will receive a FAIL for the assignment. Further disciplinary actions may be taken. If a student copies from another student’s work, this is also plagiarism. In this case, both students will fail the assignment.

Students with disabilities

It is the policy and practice of Los Angeles Harbor College to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement (such as time-limited exams, inaccessible web content, or the use of non-captioned videos) please notify the instructor as soon as possible. Students are also welcome to contact the Special Programs and Services Office, telephone 310-233-4622. For more information visit the SPS webpage at: http://www.lahc.edu/studentservices/sps/index.html.
Recording Devices

State law in California prohibits the use of any electronic listening or recording devices in the classroom without prior consent of the teacher and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Dean of Academic Affairs for approval.

Classroom Courtesy

An environment of mutual respect and learning is to be promoted in this class. As such, interruptions including cell phones, talking and walking in & out of the class are unacceptable. As approved by the Associated Student Organization and by the Academic Senate, all cell phones and electronic sound-emitting devices shall be turned off at all the times during classes. Cell phones and pagers put on vibrate are acceptable, headsets are not.

Examinations and Cheating

If you look at unauthorized materials during an exam, you will receive zero (0) points for that exam. It does not matter whether you are actually “cheating” or not – if you fail to follow instructions, you will not receive credit for the exam.

Attendance and Active Participation

Class attendance and participation are critical in this class. Class participation includes students’ attendance (being in class), punctuality (coming to class on time), and active engagement in class sessions with all required class materials, and coming to class prepared by completing all reading and written assignments prior to coming to class. Just being present and passive does not constitute class participation. In order to receive participation points, students must meet all of the aforementioned requirements. Failing to meet all of the participation requirements may result in the loss of participation points. Since class participation is work done in class, it cannot be made up. Attendance is required at all class meetings, including the first and final week of the instruction. Five (5) absences in any order will result in a student being dropped from the class. Keep in mind that additional material may be given out in class and you will be expected to
know it for the exams. If you miss a class, you are responsible for getting
copies of handouts and lecture notes from other fellow classmates. Therefore,
please exchange telephone numbers and e-mail addresses with fellow
classmates. If a personal or medical emergency keeps you from attending
class, you must provide the instructor with written documentation that is valid
for the day(s) missed. Please be courteous to your professor and classmates
and arrive on time. If students are late by more than fifteen minutes, it will be
considered an absence. Therefore, five times exceeding fifteen minutes will
cause a student to be dropped from the class. Also leaving early is an absence.
Lastly, please note that if a student is absent the first and/ or second class
meeting of the first week of the semester, he or she will be dropped from the
class.

Withdrawal

It is the student’s responsibility to drop the class. Any drops or exclusions
that occur between the end of the 2nd week and the end of the 12th week
(between 30% and 75% of the time the class is scheduled to meet, whichever
is less) will result in a “W” on the student’s record which will be included in
the determination of progress probation. Drops are not permitted beyond the
end of the 12th week (or 75% of the time the class is scheduled to meet,
whichever is less).

Make-ups

Please note that in addition to providing the instructor with written
documentation, make-ups must be completed during the week in which the
student returns to class. No make-ups will be allowed beyond the week in
which the student returned to class and definitely not after the end of the
semester. If a student requests to complete any course requirement after the
first week in which he or she returned to class, that request will be
automatically denied. Note that it is a student’s responsibility to contact the
instructor to schedule a make-up date. A Grade of “Incomplete” will be only
considered under extreme medical or personal circumstances.

Academic Honesty

Lack of honesty in the classroom is considered a very serious offence.
Therefore, do not cheat or plagiarize in this course. As it is in the academic
instructions, any form of cheating on exams (for example, using cheat sheets,
notes, electronic devices, etc.), turning in work that is not one’s own (plagiarism), talking during exams, furnishing false information to the instructor, or knowingly misinterpreting oneself to the college (for example, signing in for someone else on attendance sheet) are grounds for disciplinary action. Cheating and dishonesty are outlined in Board Rule 9803.12 of the LACCD Standard of Student Conduct. (Please see page 11 of the 2012-2014 LAHC College Catalog). If a student copies from another student’s paper, this is also plagiarism. All plagiarized essays and exams, as well as exams or quizzes on which students cheated and the items used to cheat, will become the property of the Division. If there is evidence that indicates that a student or students engaged in the act of cheating or plagiarism, each student will receive a Fail (a score of zero (0)) for the assignment, exam, or quiz. In addition, the student(s) involved will be referred to the Vice President of Student Services, with whom they will need to meet. Furthermore, the students involved will face disciplinary action and as well as two (2) day suspension from class.

Disclaimer

Students in the class may be subjected to material which the student may find offensive. These may include visual or text representations from the following areas: Profane language, Religious theories and Economic theories.

Los Angeles Harbor College Mission Statement:

Los Angeles Harbor College promotes access and student success through associate and transfer degrees, certificates, economic and workforce development, and basic skills instruction. Our educational programs and support services meet the needs of diverse communities as measured by campus institutional learning outcomes.