

**INTERMEDIATE ACCOUNTING
CLASS SYLLABUS
SPRING 2010**

I. COURSE INFORMATION

- A. Course Number and Title: ACCT 25 –Intermediate Accounting
- B. Class Meeting Time: T, H 1:00-3:20 pm
- C. Room Number: BE 111
- D. Course Description: A continuation of financial accounting and examination of advanced accounting techniques and methods. An in depth review of the accounting process and the preparation of financial statements, with an introduction to new topics including: the non-operating section of the income statement, disclosure notes, accounting for changes and errors, time value of money, leases, and additional reporting issues.
- E. Recommended Preparation: ACCT 2 & ACCT 4; Reading Level IV; English Level III; Math Level III or concurrent enrollment in MATH 217; proficiency in Microsoft Excel and QuickBooks.
- F. Transfer Status/Degree or Certificate Applicability:
1. Transferable to CSU; UC system as a general education course. Will NOT transfer to CSU, Chico for Acct 325. (Will transfer as General Education course.)
 2. Required for Associate of Arts degree in Accounting
- G. Course Repeatability: Can be repeated with permission of the Academic Council. See catalog.

II. INSTRUCTOR INFORMATION

- A. Name: Patrick Christensen, MBA, CPA, CFP
- B. Office Number: BE 122
- C. Office Hours: M-F 8-9 and by appointment
- D. Telephone Number: 895-2598
- E. Email Address: christensenpa@butte.edu

III. GENERAL GOALS & OBJECTIVES

- A. General Goals & Objectives—Upon successful completion of the course, the student will be able to:
1. Analyze, organize, and present financial data in accordance with generally accepted accounting principles.
 2. Produce accurate and ethical financial statements.
 3. Utilize time value of money concepts to make sound business decisions.
 4. Recognize the difference between a capital and operating leases and apply this knowledge when preparing the financial statements.
 5. Demonstrate appropriate written calculations and documentation to support journal entries, general ledger, financial statements and business decisions.
 6. Realize the historical and present significance of accounting in our society.
 7. Find and correct accounting errors and make appropriate adjustments when accounting changes occur.
 8. Work independently, and to develop appropriate problem solving skills.

IV. COURSE REQUIREMENTS

- A. Assigned Reading: AIPB Workbooks (Required).
- B. Homework: Problems will be assigned from each chapter and typically due the class period following the lecture. Homework consists of problem-solving, short answers and some work on computer spreadsheets. Completion of homework assignments is necessary for the student to learn accounting. A minimum of 2 hours of outside-of-class homework will be required for each hour of lecture. See separate schedule for homework assignments.
- C. Examinations/Quizzes: Will consist of true/false, multiple-choice, fill-in, matching, problem solving, or any combination thereof. Quizzes will typically be graded in class. There will likely be a few “pop” quizzes designed to reinforce important concepts and reward students for regular attendance.
- D. Participation/In-Class Work: Includes regular on-time attendance, discussion of class material, assigned homework, appropriate note taking, in-class activities, and respectful behavior (raising your hand if you want to contribute to class discussion, refraining from side conversations, etc).

If a student regularly disrupts the class (by coming late, leaving early, carrying on side-conversations or otherwise detracting from the learning environment) that student may lose up to 15% of their final grade.

- E. Late Work: Homework is due at the beginning of the class following the lecture. “**Late is late**” regardless of the cause (your printer broke, your disk malfunctioned, your car broke down, you were sick, etc.) However, because “life happens” I’ll add half a homework assignment towards each student’s final grade. If a student wants extra credit, he/she may earn it by turning in all assignments on time. If there is a *serious* and *compelling* reason why you’re unable to complete the homework on time, I may accept it without penalty. (Examples of serious and compelling circumstances include the death of an immediate family member or hospitalization of the student.)
- F. Makeup: Quizzes may not be made up, but you may drop your lowest quiz. No makeup exams are administered during the semester. However, if you miss an exam you may take one makeup with the final. However, the makeup is typically more difficult than the original. Students with *serious* and *compelling* circumstances may receive special consideration.
- G. Questions about Grades: It is recommended that students retain copies of graded work at least until the final grade report is received. If there is a question about a grade, the original, graded assignment must be shown to the instructor at the time of raising the question. If the original, graded assignment is not presented to the instructor, the discussion about a grade change cannot proceed further.
- H. Classroom Behavior: Think of attending class as attending a business meeting. If you needed to miss a business meeting, you’d make arrangements with a peer to fill you in on what you missed. You wouldn’t ask your boss if anything important were likely to happen, because it implies meetings with your boss are generally unimportant.

You would avoid being late, walking in and out in the middle of the meeting for any reason, or leaving early. You would avoid whispering and laughing with the person sitting next to you. You would listen attentively, probably take notes, and manage your face and posture to convey interest and competence.

You would generally avoid bringing in a cell phone or pager that would disturb the meeting. You would not read a newspaper or work on tasks unrelated to the meeting. You would generally avoid interrupting people or being rude in any way. You would wait until after the meeting to discuss special accommodations for your personal situation. You certainly would not argue with your boss about your performance evaluation in a meeting with other people. Why? Because if you did any of these things, it would not reflect badly on your boss, it would reflect badly on you.

Students in this class are developing skills directly applicable to the working world. *What you practice here, you will perform at work.* You are invited to think, question, disagree and offer alternatives. However, *students who lack civility, are rude, or otherwise disruptive will be asked to leave the class.* Students are expected to behave in a professional manner and practice these skills for future employment.

- I. Attendance Policy, Course Withdrawal, Academic Honesty, Computer Use Policies, and ADA Act: See Attachment

V. METHODS OF EVALUATION

A.	<u>Grading Policy</u>	<u>%</u>
	Quizzes (No makeup, but drop lowest)	20
	Six Exams (No makeup unless serious and compelling)	60
	Homework (half credit if late)	10
	Practice Sets (10% off per day late)	<u>10</u>
	Total	<u>100</u>

- B. Assignment of Letter Grade

<u>Percent of Possible Points</u>	<u>Letter Grade</u>
90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
Less than 60%	F

There will be no class curve. Students are encouraged to work together on homework and in review for examinations/quizzes. Helping each other will improve your understanding of the material as well as your grade. However, individual work is still expected from each student.

- VI. **APPOXIMATE TIME SCHEDULE & SEQUENCE OF EVENTS:** See homework attachment.

VII. MISCELLANEOUS INFORMATION

- A. This syllabus is subject to change at the instructor’s discretion. Students will be notified of syllabus changes during a regularly scheduled class. It will be the responsibility of the students to ensure they possess the latest version or changes of this syllabus. Special circumstances and accommodations are considered on an individual basis.
- B. A course outline is on file in the department office. If a student would like to have a copy, please request one from the instructor.
- C. Minimum Student Material
Book, Pencil, Eraser, Red pen or pencil, Highlighter, Paper, Calculator, SCANTRON Form # 882
- D. Other Matters:
Because of the potential for disruption of the class, and the possibility of injury to themselves, for which the school would be liable, small children will not be permitted in class.

BUTTE COLLEGE ATTENDANCE POLICY / ACADEMIC HONESTY / ACCOMMODATIONS

A. BUTTE COLLEGE ATTENDANCE POLICY:

Regular attendance in all Butte College courses is crucial to doing well. During the first two weeks of regular term courses (20% of irregular term courses), attendance will be taken and during this period a student will be dropped for lack of attendance to accommodate others seeking to add.

Dropping a class is the student's responsibility, although an instructor may choose to drop a student for unsatisfactory attendance after the first two weeks (or 20% for irregular term courses). After the eighth week (or 50% point for irregular term courses), a student will receive a letter grade for the class unless he or she can demonstrate a serious and compelling reason for withdrawing from class.

See your course syllabus for an individual instructor's specific policies and for the drop date in short-term or irregular courses. Roll will be taken for all positive attendance courses.

Attending the first class session: Because of the many students trying to add classes after school starts, instructors are encouraged to drop "no shows" to the first class session in order to make room for others. If you can't make the first class, call the department secretary or the Off-Campus Center or bring a note to be placed in the instructor's mailbox before school starts. Explain your situation and request that the instructor not drop you from the class. Doing this will not guarantee that you won't be dropped, but your chances will be considerably improved.

B. DROPPING OR WITHDRAWING FROM COURSES:

Students dropping courses during the first four weeks of instruction of a semester or the first 25% of an irregular term course will result in the courses not appearing on their transcripts.

Students may withdraw from courses during the fifth through eighth weeks (or 25% -50% of an irregular term course) and "W" notations will appear for the courses on their transcripts.

Week nine through week 12 (or 50% - 75% of an irregular term course), student will need to identify "serious and compelling" reasons (see definition below) for withdrawing from classes. They will need to obtain the signature of the course instructor.

After the instructor's signature has been obtained, the completed withdrawal card will need to be submitted to the Admissions and Records Office for processing. Then the late withdrawal will be granted. The date the student submits the card to the Admissions & Records Office will be the official date of withdrawal.

Withdrawal from classes during the final four weeks (or after 75% of an irregular term course): During the final four weeks of instruction a "W" can be assigned only in cases such as an accident or serious illness when the need for withdrawal is due to circumstances beyond the student's control and an assignment of an incomplete (I) is not practical. The student will need to obtain the instructor's signature(s) and submit the drop card with a completed Academic Council Petition to the Counseling Office. If the student is unable to complete the paperwork for her/himself, it can be done for them by the Counseling Office with documentation of the respective accident or serious illness.

1. Withdrawal from all classes: Students needing to withdraw from all their classes after the withdrawal deadline may choose to have an exit interview with a college counselor. Permission may be granted for students to withdraw late from all their classes with the counselor's signature.

Prior to granting late withdrawals for students enrolled in specialized vocational programs (e.g., Construction Inspection, Nursing, Police Academy, etc.) counselors will contact the respective departments regarding the students' status.

The following situations may reasonably be defined as "serious and compelling" for justifying late withdrawal:

- a. An extended absence due to a verifiable accident, illness, or personal problem; for example, a one or two week absence with a doctor's written excuse.
- b. An extended absence due to a death in the family. This applies to absences exceeding a week due to family affairs that must be attended to by the student.
- c. A necessary change in employment status which interferes with the student's ability to attend class. This change in status must be verified in writing by the student's employer.
- d. Other unusual or very special cases, to be considered on their own merit.

The following situations would NOT fall under the intent of "serious and compelling":

- a. Grade anticipated in class not sufficiently high or student is doing failing work.
 - b. Failure to attend class, complete assignments or take a test.
 - c. Dissatisfaction with course material, instructional method or instructor.
 - d. Class is harder than expected.
 - e. Pressure of other classes, participation in social activities or simple lack of motivation.
 - f. Change of major.
2. Short-term classes drop/withdrawal timelines: "DR" Grade – first 25% of the course. "W" Grade – 25% through 50% of the course. "Serious and Compelling – 50% through 75% of the course. Academic Council (end of term) after 75% of the course.

C. BP 5500 STUDENT RIGHTS AND CONDUCT:

Butte College Plagiarism/Cheating Policy: The board recognizes that as citizens of the Butte-Glenn Community College District, students are free, individually and collectively, to express their interests. However, these privileges carry with them an obligation to respect the rights and privileges of others, as well as any obligation to abide by the rules and regulations set down by the College, its various agencies, and agents.

The Superintendent/President is authorized to suspend any student for good cause for an indefinite period of time as prescribed by code. The Board of Trustees will be annually apprised of any student suspensions. In order to protect student rights and insure appropriate student conduct, the Superintendent is directed to develop appropriate procedures to implement this policy.

Administrative Procedure: Disciplinary action involving students is primarily the responsibility of the Vice-President of Student Services. Disciplining students is a means of protecting the rights and privileges of each member of the campus community, as well as protecting College property.

The procedures described herein are designed to protect students from the imposition of unfair disciplinary action. It is the right of every student to request due process. In order to file an appeal against disciplinary action, the individual must be currently enrolled or must have been enrolled at the time of the alleged violation.

D. GROUNDS FOR DISCIPLINARY ACTION:

As legally required, students are advised that the following behavior will constitute good and sufficient cause for disciplinary action to be initiated.

1. Dishonesty: such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Misconduct: reference Butte College Catalog for information.

Non-Discrimination Policy: Butte College complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, national origin, gender, marital status, or disability. Harassment of any employee or student is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to our Title IX Officer and Section 504/ADA Coordinator: Allen Renville, Vice President of Student Services, Butte Community College, 3536 Butte Campus Drive, Oroville, CA 95965.

Academic Accommodations: If you believe that you may need an accommodation in this course because of a disability, please notify your instructor immediately and make an appointment during office hours. Although not required, if you have a permanent or temporary disability you are encouraged to contact the Office of Disabled Student Programs and Services (DSPS) located in Quad 2 on the main campus. DSPS may be able to provide you with appropriate and reasonable accommodations, adjustments, or services to mitigate the effects of your disability in this course. An appointment with DSPS can be scheduled by calling 895-2455 [voice] or 895-2308 [TTY] or email at dsps@butte.edu. The DSPS office is open M-F, 8am–4pm.

Alternate Media: This publication is available in alternate media. Students with a print disability — **a visual limitation or reading difficulty that limits access to traditional print material** — caused by a learning disability, blindness, disease, medication, or physical condition may request printed materials in an alternate media format, with appropriate documentation of disability. Examples of alternate media formats include: e-text (e.g., text on CD), audiotape, MP3 file, large print, tactile graphics, and Braille. Contact DSPS for alternate media requests by calling 895-2455 [voice] or 895-2308 [TTY] or email at dsps@butte.edu. The DSPS office is open M-F, 8am–4pm.