

# San José State University

## Lucas College and Graduate School of Business Department of Accounting and Finance Bus1 020, Financial Accounting Section 5; Spring 2018

|                              |   |
|------------------------------|---|
| <b>Instructor:</b>           | Elizabeth D. Capener, MBA, CPA, CGMA  |
| <b>Office Location:</b>      | BT 364  |
| <b>Telephone:</b>            | 408-924-3510 (Email preferred)  |
| <b>Email:</b>                | <a href="mailto:elizabeth.capener@sjsu.edu">elizabeth.capener@sjsu.edu</a><br>I usually respond to email 5-6 days per week. |
| <b>Office Hours:</b>         | Monday/Wednesday 11:50 – 12:50, by appointment<br>Additional appointment times available                                    |
| <b>Class Days/Time/Room:</b> | Section 5: MW 13:30 – 14:45; (1:30 - 2:45) BBC 202  |
| <b>Prerequisites:</b>        | Math 071, sophomore status recommended  |

### MYSJSU Messaging

Course materials such as the syllabus and WileyPlus course code may be found on Canvas at <http://sjsuinstructure.com>). You are responsible for regularly checking Canvas for any new messages and assignments. You can arrange for immediate notification of canvas postings through the canvas settings, or through your sjsu email preferences. Some assignments may be submitted to Turnitin for authenticity check.

### Catalog Course Description

Accounting postulates and principles; application of accounting theory to accumulate and summarize financial data; critical analysis and interpretation of financial statements.

### Lucas College of Business Mission Statement

We are the *institution of opportunity* in *Silicon Valley*, educating future leaders through *experiential learning* and character development in a *global business community* and by conducting *research* that contributes to business theory, practice and education.

## **College of Business Program Goals:** *(Not all program learning goals are covered in every course)*

### **1. Business Knowledge (CBPG1)**

Understand basic business principles and demonstrate discipline-specific competencies as applied to local and global environments.

### **2. Communication (CBPG2)**

Communicate ideas clearly, logically, and persuasively in oral and written format, using technology appropriately.

### **3. Ethical Awareness (CBPG3)**

Recognize, analyze, and articulate solutions to ethical issues that arise in business.

### **4. Leadership, Teams and Diversity (CBPG4)**

Comprehend the challenges and opportunities of leading and working in diverse teams and environments.

### **5. Critical Thinking (CBPG5)**

Comprehend, analyze, and critically evaluate complex and unstructured qualitative and quantitative business problems, using appropriate tools and technology.

### **6. Innovation (CBPG6)**

Recognize, analyze, and articulate strategies for promoting creativity and innovation.

## **Course Learning Outcomes and Goals**

This course builds the foundation knowledge necessary to write and understand financial statements, primarily the Balance Sheet and Income Statement. Our focus will be to prepare and use accounting information to make decisions as managers. (CBPG 1, 2, 5)

The course is primarily focused on US practice (US GAAP), and will incorporate an overview of accounting in a global context, including IFRS. An introduction to reporting issues related to sustainability is included. (CBPG 1, 4, 5)

Students will recognize, evaluate, and propose solutions to ethical issues. (CBPG 2, 3, 5)

We begin with a thorough study of the accounting cycle emphasizing how information moves through an accounting system. Then we proceed to detailed accounting for merchandising activities, financial assets, inventories and cost of goods sold, plant assets and intangibles, liabilities, stockholders' equity, paid in capital, income, retained earnings, and an overview of the Statement of Cash Flows. (CBPG 1, 3, 5)

## **Required Texts/Readings**

All text options will be reviewed in class the first day of instruction. **Students are encouraged to wait to purchase the text until after the first class. Renting or purchasing a used text is not recommended as purchasing a book with code should be more affordable.** Also, students will likely refer to the book in subsequent business classes.

## Textbook and Computer Homework WileyPlus Code:

1. **Financial Accounting** ISBN 9781119346661 by Weygandt, Kimmel, & Kieso, 10th edition; packaged with the Wiley PLUS homework code. Approximately \$126.35 - \$168.45 at the Spartan Bookstore. Renting a book or purchasing a used book from other sources will NOT have the WileyPlus homework code, which you will have to purchase separately, which usually costs more.

**Students can enroll in the online homework system (including a very difficult book) for about two weeks without purchase.** The course code will be posted in canvas. A WileyPlus student ambassador can assist you with registration. **Students should register the first day of class.**

When enrolling for online homework, students may purchase a WileyPlus code, code with loose leaf book, or code with e-text for devices directly from Wiley.

**I can't tell you how strongly I recommend a "hard copy" book (not online or ebook) as it's much easier to use in class.** We will use the book almost every day to solve problems. The e-books are hard to navigate and students are always behind. Students with the ebook tell me they wish they'd gotten the hard copy, but I've never had a student tell me they regret getting the hard copy book!

Note: Wiley Plus includes a hard to use ebook, PowerPoint slides, lectures, demonstration problems (with commentary), practice tests, and other helpful resources.

## Optional Supplements ("Free")

Student Online Learning Center (OLC):

<http://bcs.wiley.com/he-bcs/Books?action=index&bcsId=10625&itemId=1119305845>

Some students may like the Power Point, Excel, Check figure and other study aids.

## Homework and Class Participation

### **HOMEWORK: Homework assignments and due dates are listed on Wiley Plus.**

Each student must have a Wiley PLUS homework access code for this course! Students are expected to read the assigned chapters in advance of the related lecture and class activities. All homework problems and Orion assigned should be completed using Wiley PLUS by the dates shown each week in Wiley Plus (usually Sunday). I recommend submitting homework a day early to avoid any computer issues. Students may confer with each other on the homework, but each student must complete his/her own work. **No late work is accepted, no makeup work or extra credit is available, and no scores are dropped.** Students who fail to submit the homework by the due date earn a zero. Students may request homework be available early to "work ahead". Additional points to compensate for computer rounding, etc, are included in Wiley Plus. 90 points is the maximum possible for homework. Questions about the homework will usually be answered in class or in office hours, not by email.

The homework assigned is the minimum necessary for your success in this class. The importance of your completing each homework assignment without the use of a solutions manual cannot be overstated. You have multiple attempts to complete the homework, but please try to avoid "clicking around" (trial and error). Completing the homework with pencil and paper, then entering the data into Wiley Plus may be a good learning strategy. Doing the homework will enable you to participate in class and help you with the exams. It is very difficult to earn enough points to pass the class with zeros or low scores in the homework. Everyone should earn grades of A and B on the homework, please see a tutor if you need help.

### **CLASS PARTICIPATION/ GROUP WORK:**

Students are expected to attend every class. If you are absent, please get notes from a classmate or group member. Our University is committed to inclusion, diversity, equity, and respect for individual differences. Thoughtful, professional and courteous participation in class discussions, in class activities, group work, and homework review is required. Students will be assigned to a group. “Pop” Extra credit activities (ethical cases, etc) and pop quizzes may be given and will usually be solved in groups. Prior to class, everyone is expected to read the assigned readings and complete other assigned work. Class time is not sufficient to allow complete coverage of all readings and assignments. However, you are responsible for all materials assigned. Class time will usually be spent on a variety of activities including: question and answer sessions, brief lectures, demonstration problems, group discussions, in-class assignments, and mini-case analyses. Participation by all is necessary for the class to be successful. For the class to be a meaningful learning experience for everyone, it is important that we all: (1) attend class; (2) come prepared for discussion; and (3) participate in discussions and in-class assignments. If each of us prepares before class, participates during class, and reviews after class, the learning experience for each of us in this course should be very worthwhile. A total of **10 points** can be earned through *active participation* in class and quality group work.

## Exam Policies

Exams are based on topics covered in class and homework. There are now very good practice materials for the exams in the book. All exams must be taken as scheduled on the syllabus. Students who fail to take an exam earn a zero. Please see me the SECOND day of class if you have a conflict; medical or co-curricular, etc, (requires documentation). Four function calculators (add, subtract, multiply, divide) are highly recommended for exams. Cell phones, computers, electronic devices or calculators with more than 4 functions may not be used on exams. Only the scratch paper included with each exam may be used. Use of any unauthorized paper or devices will result in an exam score of zero. All electronic devices must be turned off and put away during exams. **Students must purchase Scantron forms at the bookstore (standard 50 questions (on each side) Scantron 882-E form measuring approximately 4 inches by 11 inches).** In class exams are “closed”. Exams are individual activities and no outside assistance is allowed. In summary, students may discuss questions on the Homework, but not on Exams. Cheating of any kind on quizzes and exams will **not** be tolerated and could result in failure of the course and expulsion from the University.

## Grading Policy

|                                       | % | Points     | Your Scores Here |
|---------------------------------------|---|------------|------------------|
| Midterm Exam I, Chapters 1-3          |   | 15%        | 60               |
| Midterm Exam II, Chapters 4-7         |   | 25%        | 100              |
| Final Exam (Chapters 8-12)            |   | 35%        | 140              |
| Homework (Wiley Plus), Participation, |   | <u>25%</u> | <u>100</u>       |
| Total                                 |   | 100%       | 400              |

Attendance is important to maximize your scores.

### Grading Scale:

|          |   |
|----------|---|
| 90-100   | A |
| 80-90    | B |
| 70-80    | C |
| 60-70    | D |
| Below 60 | F |

+ and – may be earned for high and low scores in each level of the scale.

Scale may be curved to benefit students.

## Strategies for Success

### SUCCESSFUL STUDENTS:

1. Read the Chapters before the related lectures
2. Confer with classmates – discuss difficult concepts and problems – may form study groups
3. Independently complete the homework and submit the day before the due date
4. Complete “Practice” materials in the book and on Wiley Plus
5. Study additional materials as needed (Power Points, additional problems, demonstration problems, etc.)
6. Immediately change their study strategies if a poor score is earned
7. Seek help from the professor or SJSU resources as needed (Tutoring, how to take a test, etc.)

## College of Business Classroom Policies and Procedures

These are included in <http://www.sjsu.edu/cob/Students/policies/> which also shows College of Business Program Goals and printing policies, and shown below:

To ensure that every student, current and future, who takes courses in the Boccardo Business Center has the opportunity to experience an environment that is safe, attractive, and otherwise conducive to learning, the College of Business at San José State has established the following policies:

**Eating:** Eating and drinking (except water) are prohibited in the Boccardo Business Center. Students with food will be asked to leave the building. Students who disrupt the course by eating and do not leave the building will be referred to the Judicial Affairs Officer of the University.

**Cell Phones:** Students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones in class. Students whose phones disrupt the course and do not stop when requested by the instructor will be referred to the Judicial Affairs Officer of the University. **Cell phones may not be used for exams.**

**Computer Use:** In the classroom, faculty allow students to use computers only for class-related activities. These include activities such as taking notes on the lecture underway, following the lecture on Web-based PowerPoint slides that the instructor has posted, and finding Web sites to which the instructor directs students at the time of the lecture. Students who use their computers for other activities or who abuse the equipment in any way, at a minimum, will be asked to leave the class and will lose participation points for the day, and, at a maximum, will be referred to the Judicial Affairs Officer of the University for disrupting the course. (Such referral can lead to suspension from the University.) Students are urged to report to their instructors computer use that they regard as inappropriate (i.e., used for activities that are not class related).

## University Policies

### Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at [http://www.sjsu.edu/provost/services/academic\\_calendars/](http://www.sjsu.edu/provost/services/academic_calendars/). The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

### **Consent for Recording of Class and Public Sharing of Instructor Material**

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
  - It is suggested that the greensheet include the instructor's process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
  - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

### **Academic Integrity**

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at [http://www.sjsu.edu/president/docs/directives/PD\\_1997-03.pdf](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

### **Student Technology Resources**

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

## **SJSU Peer Connections**

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10<sup>th</sup> and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

## **SJSU Writing Center**

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.



(Note: You need to have a QR Reader to scan this code.)

## **SJSU Counseling Services**

The SJSU Counseling Services is located on the corner of 7<sup>th</sup> Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

## **Syllabus is Subject to Change:**

**Any changes will be communicated to students in class, by canvas announcement and/or by e-mail.**

## Course Schedule of Important Dates (Most assignments are weekly).

| Reading/<br>Lecture | Date       | Exams, Holidays, and Other Notable Events  |
|---------------------|------------|--|
| Ch. 1               | Jan 24     | First day of class – register for WileyPlus  |
| Ch. 1/2             | Jan 29     |  |
| Ch 2                | Feb 5      |  |
| Ch. 3               | Feb 12     |  |
| Ch. 4               | Feb 19     |  |
|                     | Feb 21     | <b>Midterm I Exam</b> , (Chapters 1-3) Bring 882-E Scantron form   |
| Ch. 4               | Feb 26     |  |
| Ch. 5               | Mar 5      |  |
| Ch. 6               | Mar 12     |  |
| Ch. 7               | Mar 19     |  |
|                     | Mar 26, 28 | <b>SPRING BREAK – NO CLASSES</b>   |
| Ch. 8               | Apr 2      |  |
|                     | Apr 4      | <b>Midterm II Exam</b> (Chapters 4-7) Bring 882-E Scantron form. (Exams scheduled to be returned April 11).            |
| Ch. 8/9             | Apr 9      |  |
| Ch. 9               | Apr 16     |  |
| Ch. 10              | Apr 23     |  |
| Ch 11               | Apr 30     |  |
| Ch 12               | May 7      |  |
|                     | May 14     | Last day of class – Monday, REVIEW, WRAP-UP (Evaluations, bring laptop)  |
|                     | May 15     | Tuesday, Study day, NO CLASSES   |
|                     | May 22     | <b>Tuesday, Final Exam (12:15 – 2:30) (12:15 – 14:30), Chapters 8-12, very limited IFRS. Bring Scantron Form 882-E</b> |

Notes:

Subject to change. Class coverage maybe a little ahead or behind the reading assignment.

**Homework assignments and due dates are listed online in Wiley Plus.**