San José State University
Lucas College and Graduate School of Business

Department of Accounting and Finance
BUS1 20 – Financial Accounting – Sections 4 & 8
Fall 2016

Course and Contact Information

Instructor: Nancy Ghodrat, CPA, MS in Taxation
Office Location: BT 860
Telephone: (408) 924-3459 Email Preferred via Canvas
Email: Nancy.ghodrat@sjsu.edu
Office Hours: Mondays 12:00-1:00 p.m.
Class Days/Time: Section 4 – MW 9:00 -10:20 a.m. Class code # 41159
Section 8 - MW 10:30-11:45 a.m. Class code # 47358
Classroom: BBC 322
Prerequisites: Math 071, sophomore status recommended

Course Format: Lecture

Technology Intensive Course
A Java-capable Internet browser is required to access textbook, Wiley Plus homework site & online learning resources available through Canvas. Each student must have a Wiley Plus homework access code for this course to complete homework using Wiley Plus.

MYSJSU Messaging
Course materials such as syllabus, handouts, notes, etc. can be found on Canvas learning management system at http://sjsuinstructure.com. You are responsible for regularly checking Canvas for any new messages and assignments.

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

Learning Outcomes and Course Goals

This course builds the foundation knowledge necessary to write and understand financial statements, including the Balance Sheet, Income Statement, and Statement of Stockholders’ Equity. 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, 5)

Lucas College of Business Learning Goals:

Goal One: Business Knowledge

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

Goal Two: Communication

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

Goal Three: Ethical Awareness

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

Goal Four: Leadership, Teams and Diversity

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

Goal Five: Critical Thinking

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

Goal Six: Innovation

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

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.

Required Textbook

You have a choice of purchasing the custom book (black and white version of the textbook) from Spartan bookstore or purchasing access to this text on-line. Note that there is an option to try the book for 14 days free of charge. This option is available for students who are not sure whether they would like to continue with the class this semester. If you took this class last semester, you do not need to buy the access code again.

Note: Students who purchase the textbook from Spartan bookstore will have access to the FULL color eBook within Wiley PLUS. Wiley Plus includes PowerPoint slides, lectures, demonstration problems (with commentary), practice tests, and other helpful resources.

To access the eBook and Wiley PLUS, go to www.wileyplus.com and under Students section input the Wiley PLUS course ID 515460.

Need Help? WileyPLUS Help Live chat support: www.wileyplus.com/support

Other Resources (Free)

Self-test and Additional Self-test resources, PowerPoint slides, Excel, Check figure and other study aides are available at the following site: http://bcs.wiley.com/he-bcs/Books?action=index&itemId=1118334329&bcsId=8508

Homework

Homework assignments and due dates are listed on Wiley Plus.

It is the student’s responsibility to stay informed of any changes in the due date of homework. 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 and be prepared to discuss the material/homework, and ask/answer questions.

A key to success in this course is to complete homework assignments on time. At Wiley PLUS you have up to three chances to complete the homework before software shows you the solution. After the third attempt, if you have not correctly answered the problem, the solution is shown and you will receive partial points for the assignment. Late homework receives 50% credit it is completed within two days of its original due date.

I suggest you work on practice assignments (on Wiley PLUS) first before attempting to complete the homework. In addition, each chapter has solution walkthrough videos similar to a few of homework problems.

If you have questions about the logic of the solution provided on Wiley PLUS, I will explain it during class so you can learn from your work. If you are absent, please check with your classmates for the class discussion or see me during my office hours.

Classroom time is not sufficient to allow complete coverage of all chapters and assignments. However, you are responsible for all chapters and materials assigned.

SJSU Canvas Class Site

In addition to the Wiley PLUS site on which you do your homework, you will also need to access the course at San Jose State University’s Canvas site.
Look in “Modules” on Canvas to find course resources. Canvas has the PowerPoint slides for each chapter covered. Also posted on Canvas are specific course chapter partial study guides to help you prepare for exams.

Although points are not given or taken away for attendance, complete and engaged attendance in class is also recommended for successful completion of homework and success on in-class exams.

**Accessing Canvas (SJSU’s Learning Management System):**

Go to SJSU’s Canvas website at http://www.sjsu.edu/at/ec/canvas.
2. Click on **LOG IN TO CANVAS**.
3. Enter your **SJSU ID** and **PASSWORD**.
4. Select BUS1 20 Section 4 (If your class starts at 9:00 am)
   - Select BUS1 20 Section 8 (If your class starts at 10:30 am)

For technology problems accessing Canvas or other technology problems related to SJSU systems, please contact Academic Technology CL 102 ecampus at (408) 924-2337 or ecampus@sjsu.edu or IT Help Desk at (408) 924-1530

**Exams**

All exams must be taken per the dates on the syllabus. Students are expected to attend every class and take the exams as scheduled. Students who fail to take an exam earn a zero. Please see me the FIRST 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, or other than 4 function calculators may not be used on exams. Only the scratch paper included with each exam may be used. Use of any other unauthorized scratch paper will result in an exam score of zero. Students are required to return the exam questions and scratch papers at the end of each test. Students will receive zero points for the exam if the questions and scratch papers are not returned at the end of each test. Students will lose 5 points if they make any marks on the exams.

All cell phones and pagers must be turned off and put away during exams. If a student is seen looking at a cell phone or other type of electronic device during the exam, this is grounds for an exam score of zero. **Students must purchase Scantron forms at the bookstore (standard 50 question (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 exams will **not** be tolerated and could result in failure in the exam. Also, a process is followed that may result in severe consequences.

Exams consist of multiple-choice questions, problems, and short answers based on the main concepts in the text. Exams will be given at the **beginning of the class session.** Only **ONE MAKE-UP** exam is provided and must be taken within one week after the missed exam’s due date. Make up cannot be used for final exam. It is student's responsibility to ask for a make up exam within one week of the missed exam.

The best way to prepare for the exams is to read each chapter in the textbook; then re-do the assigned homework, go over the study guide in Canvas, review and practice at the end of each chapter, and review in-class group work problems.

**Financial Statement Analysis Project**

Your instructor will assign you to a group to analyze financial statements of a company. You must get a hold of the company’s most recent annual report through Google search engine.
This assignment must be completed using Microsoft Excel and Microsoft Word. Check the calendar for the due date of this assignment. **Late assignments are not accepted.** Incomplete assignments will receive partial credit.

**Group Work**
A few problems are assigned during class time as group work to be completed in class. Working as a group, you and a few of your classmates will arrive at the solution to these problems together. If you are not actively participating in the group work or if you are absent or late for group work, you will not earn the point(s).

**Class Syllabus Quiz**
This quiz will test your comprehension of the class syllabus. It consists of multiple-choice or true-false type questions. Use Canvas to turn in this quiz.

**Required Study Hours**
SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in **University Policy S12-3** at http://www.sjsu.edu/senate/docs/S12-3.pdf.

**University policy F69-24** at http://www.sjsu.edu/senate/docs/F69-24.pdf states, “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class.”

**Grading Policy**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm exams (each chapter worth 20 points)</td>
<td>180</td>
<td>42%</td>
</tr>
<tr>
<td>Homework (each chapter 10 points)</td>
<td>120</td>
<td>28%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>60</td>
<td>14%</td>
</tr>
<tr>
<td>Financial Statement Analysis Project</td>
<td>40</td>
<td>9%</td>
</tr>
<tr>
<td>Group work</td>
<td>20</td>
<td>5%</td>
</tr>
<tr>
<td>Class syllabus quiz</td>
<td>10</td>
<td>2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>430</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grading Scale:**

- A+ 97 - 100
- B+ 87 – 89
- C+77-79
- D+67-69
- A 93 – 96
- B 83 – 86
- C 73 – 76
- D 63 - 66
- A- 90 - 92
- B- 80 – 82
- C- 70 – 72
- D- 60 – 62
- F Below 60

I usually return the exam results within one week and update Canvas for your up-to-date grade within one week of each assignment.

**Instructor Assistance**
If you have any questions and cannot meet with me during my office hours, you can e-mail me through Canvas or make an appointment. I respond to my e-mails within 2 to 3 working days. Mark your e-mail “urgent” if you need an answer within 24 hours. It is important to have your current e-mail address and phone number so that I may reach you promptly. You can update your information by going to MYSJSU at http://my.sjsu.edu/mysjsu_sign_in/
Please see me immediately if you have any concerns regarding your grade; do not wait until the end of the semester.

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 also 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

**General Expectations, Rights and Responsibilities of the Student**

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. To learn important campus information, view University Policy S90–5 at http://www.sjsu.edu/senate/docs/S90-5.pdf and SJSU current semester’s **Policies and Procedures**, at http://info.sjsu.edu/static/catalog/policies.html. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step.

**Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic_calendars/. The **Late Drop 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 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, 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.”
  - To obtain the instructor’s permission to record a session, please ask the instructor either in person or via email 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 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 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 at 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 (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 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’ free tutoring and mentoring is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. Peer Connections tutors are trained to provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group and individual tutoring are available. Peer Connections mentors are trained to provide support and resources in navigating the college experience. This support includes assistance in learning strategies and techniques on how to be a successful student. Peer Connections has a learning commons, desktop computers, and success workshops on a wide variety of topics. For more information on services, hours, locations, or a list of current workshops, please visit Peer Connections website 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 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 and Psychological Services

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential 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 and Psychological Services website at http://www.sjsu.edu/counseling.

Syllabus is Subject to Change:
The instructor may make changes in the syllabus during the semester. Any changes will be communicated to students in class, by canvas announcement and/or by e-mail. It is the student’s responsibility to stay informed of these changes. Students may contact the instructor during office hours and before/after class, time permitting. Students may also wish to have a study partner whom they can contact if they miss attending a session or two.

Important Reminder
You must retain all your exam scantrons and other graded assignments until you receive your final grade for the course.
Due dates are subject to change. Changes will be announced in class.
If any changes must be made to the Syllabus, the changes will be communicated to students, including through student e-mails designated by students in SJSU systems. Changes to homework assignments and due dates are listed on Wiley Plus.

## Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics, Readings, Assignments, Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wednesday, August 24</td>
<td>Introduction, Syllabus, Wiley PLUS, Canvas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 1: Accounting in Action</td>
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<tr>
<td>2</td>
<td>August 29</td>
<td></td>
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<tr>
<td>2</td>
<td>August 31</td>
<td>Chapter 2: The Recording Process</td>
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<tr>
<td>3</td>
<td>September 5</td>
<td>Labor Day Holiday!</td>
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<tr>
<td></td>
<td></td>
<td>September 6: the last day to drop without an entry in student’s permanent records</td>
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<tr>
<td>3</td>
<td>September 7</td>
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<tr>
<td>4</td>
<td>September 12</td>
<td>Chapter 3: Adjusting the Accounts</td>
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<tr>
<td>4</td>
<td>September 14</td>
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<tr>
<td>5</td>
<td>September 19</td>
<td>Chapter 4: Completing the Accounting Cycle</td>
</tr>
<tr>
<td>5</td>
<td>September 21</td>
<td>Midterm Exam I: Chapters 1, 2 &amp; 3</td>
</tr>
<tr>
<td>6</td>
<td>September 26</td>
<td>Chapter 5: Accounting for Merchandising Operations</td>
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<tr>
<td>6</td>
<td>September 28</td>
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<tr>
<td>7</td>
<td>October 3</td>
<td>Chapter 6: Inventories</td>
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<tr>
<td>7</td>
<td>October 5</td>
<td></td>
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<tr>
<td>8</td>
<td>October 10</td>
<td>Midterm Exam II: Chapters 4, 5 &amp; 6</td>
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<tr>
<td>8</td>
<td>October 12</td>
<td>Chapter 7: Fraud, Internal Control, and Cash</td>
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<tr>
<td>9</td>
<td>October 17</td>
<td></td>
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<tr>
<td>9</td>
<td>October 19</td>
<td>Chapter 8: Accounting for Receivables</td>
</tr>
<tr>
<td>10</td>
<td>October 24</td>
<td></td>
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<tr>
<td>10</td>
<td>October 26</td>
<td>Chapter 9: Plant Assets, Natural Resources, and Intangible Assets</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Topics, Readings, Assignments, Deadlines</td>
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<tr>
<td>11</td>
<td>October 31</td>
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<tr>
<td>11</td>
<td>November 2</td>
<td>Midterm Exam III: Chapters 7, 8 &amp; 9</td>
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<tr>
<td>12</td>
<td>November 7</td>
<td>Chapter 10: Liabilities</td>
</tr>
<tr>
<td>12</td>
<td>November 9</td>
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<tr>
<td>13</td>
<td>November</td>
<td>Chapter 11: Corporations: Organization, Stock Transactions, Dividends, and Retained Earnings</td>
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<td>13</td>
<td>November 14</td>
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<tr>
<td>13</td>
<td>November 16</td>
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<tr>
<td>14</td>
<td>November 21</td>
<td></td>
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<tr>
<td>14</td>
<td>November 23</td>
<td>Happy Thanksgiving!</td>
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<tr>
<td>15</td>
<td>November 28</td>
<td>Chapter 12 is not covered.</td>
</tr>
<tr>
<td>15</td>
<td>November 28</td>
<td>Chapter 13: Statement of Cash Flows</td>
</tr>
<tr>
<td>15</td>
<td>November 30</td>
<td></td>
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<tr>
<td>16</td>
<td>December 5</td>
<td></td>
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<tr>
<td>16</td>
<td>December 7</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>December 12</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>Chapters 10, 11 &amp; 13</td>
<td><strong>Section 8</strong>: Final Exam, Wednesday, December 14 from 9:45 a.m. to 12:00 noon</td>
</tr>
</tbody>
</table>