Bergen Community College  
Business, Performing Arts and Social Sciences  
Business Administration and Hotel/Restaurant Management Department  

Course Syllabus  

ACC-110 Financial Accounting  

For Individual Student Outline:  

<table>
<thead>
<tr>
<th>Semester and year:</th>
<th>Spring 2015</th>
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<tbody>
<tr>
<td>Course and Section:</td>
<td>ACC110-</td>
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<tr>
<td>Meeting Days/Time &amp; Room:</td>
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<td>Instructor:</td>
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<td>Office Location:</td>
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<td>E-mail Address:</td>
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Course Description:  
ACC-110 Financial Accounting is an introduction to the theory of accounting and the procedures necessary to produce financial statements. This course focuses on the classification, valuation and communication of financial information. An emphasis will be placed on the usefulness of financial accounting concepts.

Student Learning Objectives:  
I) the student will be able to:  

1) Identify financial accounting terminology  

2) Apply financial accounting theory to business transactions and events  

3) Identify the usefulness of financial statements, calculate and analyze financial ratios to assess the profitability, liquidity and solvency of the entity  

4) Explain the purpose of the steps in the accounting cycle and perform them  

5) Perform bank reconciliation and make the required journal entries to update the cash account.  

6) Evaluate the measures and methods adopted by a company in their system of internal control
Means of Assessment:
(Each objective above is correlated to several means of assessment here)
1) Discussion Questions, Graded Homework assignments and comprehensive objective and/or essay type examination. Standard: At least 70% of all students will receive an average grade of 70 or better on homework assignments and examinations.

2) Discussion Questions, Graded Homework assignments and comprehensive objective and/or essay type examination. Standard: At least 70% of all students will receive an average grade of 70 or better on homework assignments and examinations.

3) Graded Homework, annual report project and comprehensive objective and/or essay type examination
Standard: At least 70% of all students will receive an average grade of 70 or better on homework assignments and examinations.

4) Discussion Questions, Graded Homework and comprehensive objective and/or essay type examination
Standard: At least 70% of all students will receive an average grade of 70 or better on homework assignments and examinations.

5) Graded Homework assignments and comprehensive objective, essay or problem type examinations
Standard: At least 70% of all students will receive an average grade of 70 or better on homework assignments and examinations.

6) Graded Homework assignments, Discussion Questions and comprehensive objective and/or essay type examination
Standard: At least 70% of all students will receive an average grade of 70 or better on homework assignments and examinations.

Course Content:
The following topics will be covered:

Chapter 1- Introduction to Financial Statements

Chapter 2- A Further Look at Financial Statements
Chapter 3- The Accounting Information System
Chapter 4- Accrual Accounting Concepts
Chapter 5- Merchandising Operations and the Multiple-Step Income Statement & APPENDIX
(COMPARISON OF ENTRIES—PERPETUAL vs. PERIODIC)
Chapter 6- Reporting and Analyzing Inventory
Chapter 7 Fraud, Internal Control, and Cash and APPENDIX
Chapter 8- Reporting and Analyzing Receivables

Chapter 9 Reporting and Analyzing Long-Lived Assets
Chapter 10- Reporting and Analyzing Liabilities

Chapter 11- Reporting and Analyzing Stockholders’ Equity

Chapter 12-Statement of Cash Flows (Section 12.1 ONLY.)

Textbook and Wiley Plus Access Code:
The Wiley Plus homework software should be used to assign homework and practice exercises with Automatic grading. A session will be offered during the summer for training. Otherwise, contact the Wiley rep. for training sessions and assistance.

MANDATORY PURCHASE: The Wiley Plus Homework Software Access Code is the ONLY MANDATORY purchase. There are 2 popular options for the student purchase:

1) You can purchase the access code directly from Wiley Plus Online (Approx. $105). This is necessary to do the Homework BUT IN ADDITION IT CONTAINS THE ENTIRE ELECTRONIC TEXTBOOK, complete and in full color. When you purchase the code you have authorization to print out whatever you would like from the electronic textbook or may prefer to just read it online. The student should go to www.wileyplus.com and click on the STUDENT link to purchase their code and to register in their professor’s class.

2) A new soft cover text with the Wiley Plus Access Code can be purchased in the BCC bookstore. (Approx. $145) As above, the student should go to www.wileyplus.com and click on the STUDENT link to register into their professor’s class.

NOTE: Students need to buy a registration code to access Wiley PLUS to do their homework assignments—but it’s their choice to buy it with—or without the printed text. Faculty will of course obtain access for free.

Some students like to purchase a textbook from other sources. That’s their choice. However, they still need to purchase the Wiley Plus Access Code which can NOT be transferred from one student to another. So, if they purchase a used textbook they will ALSO need to purchase the Wiley Plus Access Code online (option 1 above).

The textbook that we will be using is:

Writing and Critical Thinking Requirement(s):
There are many types of projects that are excellent learning activities for ACC-110 students. Some examples of “projects” that can be assigned to individuals or groups which incorporate written and/or oral communication skills are:
-Financial statement/annual report analysis including ratio analyses and supported opinions as to the credit worthiness and investment desirability of the company. HIGHLY RECOMMENDED (Contact full time accounting faculty for sample of this project.)

-Perform all parts of the accounting cycle using the students’ personal financial information and perform analyses as per above.

-Research the career and job opportunities in Accounting using various Internet sites and describe various areas of expertise, starting salaries, required education and certifications, etc.

-Obtain information from the AICPA, NJSCPA, CMA and EDGAR web sites and discuss current accounting topics of interest.

-Obtain current news articles about relevant Accounting issues. (i.e. obtain an article about a fraud/embezzlement and identify the weakness in internal controls and changes required to strengthen the system.)

THE OBJECTIVE IS TO PROVIDE THE STUDENTS WITH AN ACCOUNTING LEARNING EXPERIENCE THAT UTILIZES THEIR WRITTEN AND/OR ORAL COMMUNICATION SKILLS. A RUBRIC SHOULD BE PREPARED BY FACULTY AND DISTRIBUTED TO STUDENTS BEFORE ASSIGNING THE ACTIVITY. (SEE YOUR DEPT. CHAIR IF YOU HAVE QUESTIONS.)

Grading Policy:
Faculty is encouraged to use multiple methods of assessment and to assess student learning frequently. Listed below are some general guidelines that you should use to develop your individual grading policy. If you would like to go outside of these guidelines please confer first with the Department Chair. Remember that you must distribute your grading policy to the students on the first day of the semester. A copy MUST also be sent to the Business Department secretary for their records.

Class Participation *.................................................................0-10%
Homework....................................................................................10-25%
Projects (Cases, Internet Research, Annual Report Projects, etc.).............10-20%
Quizzes and Exams......................................................................40-70%

(True/false questions on exams/quizzes are not appropriate.)
Departmental Final Exam (REQUIRED) **......................................10-20%

*Class participation grades cannot be based solely on attendance. The grade must be based on objective recordings in the instructor’s grade book of participation, discussion, responses to questions, etc.

** Faculty will receive the final exam approximately one week before the last class. It is a comprehensive 50 question multiple choice exam covering the coverage noted above. It
should be given the last day of the semester. You can permit students to have 4 pages of notes with them, front and back, when they take the final exam.

**Attendance Policy:**
*(Instructor should indicate their policy here if they have one)*

**BCC Attendance Policy:**
All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

**Attendance Policy in this Course:**
It is at the instructor’s discretion to institute an attendance policy. If a student will be penalized for absences and lateness, it is incumbent upon the instructor to include those provisions in the outline.

**Other College, Divisional, and/or Departmental Policy Statements:**

<table>
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<tr>
<th><strong>Statement on plagiarism and/or academic dishonesty:</strong></th>
<th>Plagiarism and academic dishonesty are serious infractions which are dealt with by the Vice President.</th>
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**Office of Special services:**
Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services (see below.)

**Student Support Services:**

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<tr>
<th>Office/Center</th>
<th>Room</th>
<th>Contact</th>
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<tr>
<td>The Distance Learning Office – for any problems you may have accessing your online courses</td>
<td>Room C-334</td>
<td>201-612-5581 psimms@ bergen.edu</td>
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<tr>
<td>The Tutoring Center</td>
<td>Room L-125</td>
<td>201-447-7908</td>
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<td>Online Tutoring, Smart Thinking</td>
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<tr>
<td>The Writing Center</td>
<td>Room L-125</td>
<td>201-447-7908</td>
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<td>The Online Writing Lab</td>
<td>On Line at:</td>
<td>OWL</td>
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The Office of Specialized Services (personal issues and Disabilities)  Room S-131  201-612-5270

The Sidney Silverman Library – Reference Desk Room L-226  201-447-7436 Library

**Special Note on the Tutoring Center - The Henry and Edith Cerullo Learning Assistance Center** encompasses the Tutoring Center, the English Language Resource Center, and the Writing Center. Check out the website of the Learning Assistance Center. As listed above, the Tutoring Center is located in Room L-125, and its phone number is 201-447-7908.

**Course Outline and Calendar:**

The Course Outline and Calendar must include all of the following elements:

- A daily or (at least) weekly schedule of topics to be covered.
- Dates for exams, quizzes, or other means of assessment. (This does not mean that all evaluation of students must be in groups and at the same time. Exams and other means of assessment can be listed as "to be scheduled individually.")
- Due dates for major assignments – e.g., when is a paper due; if the topic has to be approved, when; if an outline or draft is an interim step, when is it due?
- Any required special events must be included in the outline/calendar, e.g., a lecture by a visiting speaker, a dramatic or musical performance, a field trip.

**Sample Format for Course Outline and Calendar**

**Note to Students:** The following Course Outline and Calendar is tentative and subject to change, depending upon the progress of the class.

<table>
<thead>
<tr>
<th>Week(s)</th>
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<th>Topics/Activities/Assignments</th>
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