



## El Camino College Distance Education Course Information

**Course Title:** BUS 1A Financial Accounting

**Section:** 4300

### Orientation Meeting On Campus:

There are no on-campus meetings. All coursework is completed on-line.

**INSTRUCTOR:** Dr. Tim Miller *Ed.D., MBA, MA, CPA*

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**TELEPHONE:** (310)-660-3777

**OFFICE HOURS:** (Online)

## REQUIRED COURSE INFORMATION

### WELCOME TO BUSINESS 1A—FINANCIAL ACCOUNTING

Business 1A, Financial Accounting, is an academic track class that begins the formal study of Accounting theory, principles, and procedures. Students pursuing a Bachelor's degree in Business (especially as Accounting majors) begin their formal study of Accounting with this class. However, Business 1A is also taken by many students as vocational training. These students may not be interested in pursuing careers in accounting but instead are interested in learning practical knowledge and skills. Often they may take the class to help them complete an Associate's degree or a Certificate program of study.

Whatever your reason for signing on, I trust that you will find the class to be both challenging and rewarding. I look forward this term to working with you. My part in the learning process will be to equip and direct you through the course content. I will be your instructor, guide, course manager, and "bookkeeper" to record the grades. Your part is to do the work. Generally, that consists in reading the textbook, doing exercises and problems, and completing scheduled exams including a final exam. The successful student will be self-motivated, disciplined, hard-working, and focused. Also, students taking on-line coursework should be able to work much more independently than what is normally required in traditional on-campus classes. Once you understand

the structure of the class and get a “feel” for how to do your work, I think that you are going to enjoy your learning experience.

### **REQUIRED COURSE MATERIALS**

Besides your computer and a fast internet connection, you will need to purchase two items:

(1) The textbook which is FINANCIAL & MANAGERIAL ACCOUNTING: The Basis for Business Decisions, 14<sup>th</sup> Edition, authors Williams, Haka, Bettner & Carcello, published by McGraw-Hill Irwin, © 2008. You may purchase the textbook in traditional print version, or in an on-line version (the e-book), or both.

(2) Access to register for Homework Manager (hereafter abbreviated “HWM”) or Homework Manager Plus (hereafter abbreviated “HWM+”). HWM or HWM+ is an online site where you will complete your homework and take exams. HWM+ includes access to the entire textbook available online in electronic form (the e-book). HWM does *not* include the e-book. There are different ways to purchase them, including the following:

#### **OPTION A. IF YOU WANT BOTH A NEW COPY OF THE TRADITIONAL PRINT VERSION OF THE TEXT AND THE E-BOOK:**

The El Camino College Bookstore. Cellophane wrapped new books come with the access to HWM+ included inside. Total price for both is about \$130. [Note: The same textbook is used for both Business 1A (chapters 1-12) and Business 1B (chapters 13-16). Also, the access to HWM+ that comes inside the book is for two sign-ups—one for Business 1A and one to use next semester for Business 1B. So for about \$130 you get

the textbook and the access to HWM+ for two semesters. So if you are taking Business 1B, you will already have these items. The price also includes a complete copy of the e-book. This is an electronic version that is an exact replica (except for missing page numbers as far as I can see) of the print version.]

**OPTION B. IF YOU WANT A USED COPY OF THE TRADITIONAL PRINT VERSION OF THE TEXT WITHOUT THE E-BOOK:**

The El Camino College Bookstore. Used books are often available at the bookstore or at online bookstores. Be sure to purchase the 14<sup>th</sup> edition. If you buy a used book then you will need to separately purchase access to either HWM or HWM+. You can always purchase access to HWM or HWM+ directly from the publisher McGraw-Hill.

Simply go to [www.mhhe.com/williams\\_basis14e](http://www.mhhe.com/williams_basis14e) and follow these directions sent to me from the publisher's representative:

*"Homework Manager (HWM) and Homework Manager Plus (HWM+) may be purchased off the text website directly from McGraw-Hill, so there won't be any markup.*

*Students could be directed to: [www.mhhe.com/williams\\_basis14e](http://www.mhhe.com/williams_basis14e)*

*On the left side of the home page, there is an option to purchase Homework Manager and Homework Manager Plus. [Homework Manager (HWM) does not include the e-book, so you must have a print version of the book. Homework Manager Plus (HWM+) does include the e-book.]*

*They can select their choice and then select "I do not have a registration code", then register, pay with a credit card and they are all set.*

*Homework Manager is \$ 20.00 and Homework Manager Plus is \$ 85.00."*

**OPTION C. IF YOU WANT BOTH A USED COPY OF THE TRADITIONAL PRINT VERSION OF THE TEXT WITH THE E-BOOK:**

This is probably the most expensive option. You will need to buy your used book from a bookstore (perhaps the El Camino bookstore or an online bookstore) and also purchase HWM+ directly from the publisher as noted above.

**OPTION D. IF YOU DO NOT WANT A TRADITIONAL PRINT VERSION OF THE TEXTBOOK AND ONLY WANT THE E-BOOK:**

If you do not want a traditional print version of the textbook, then purchase HWM+ directly from the McGraw-Hill as noted above. You will have access to HWM+ and also a complete version of the textbook available on-line (the e-book).

*My recommendations:* **Option A.** above is a very good deal. You get the entire print textbook, along with HWM+ which includes the entire e-book. These can be used in Business 1A and Business 1B.

**Option D.** is also a good deal, *if you do not* want a print version of the textbook. Simply purchase HWM+ directly from McGraw-Hill. With HWM+ you get access to the entire e-book. **Option B.** may be your choice if you already have a used book and do not want access to the e-book.

## GRADING

Homework	100 points
Test #1 Chapters 1 & 2	100 points
Test #2 Chapters 3 & 4	100 points
Test #3 Chapters 5 & 6	100 points
Test #4 Chapters 7 & 8	100 points
Test #5 Chapters 9 & 10	100 points
Test #6 Chapters 11 & 12	100 points
Final Exam Chapters 1-12	<u>200 points</u>
Total Points on Which Grading is Based	<u>900 points</u>
Extra Credit Homework Maximum	50 points

### Grading Scale

$\geq 810$  points (900 x 90%) = A

$\geq 720$  points (900 x 80%) = B

$\geq 630$  points (900 x 70%) = C

$\geq 540$  points (900 x 60%) = D

$\leq 539$  points (900 x < 60%) = F

**Homework** is completed using HWM+ which is located at:

<http://mh9.brownstone.net/classes/BUS1Asec4301sp08/> When you sign in, you will

see all the Homework exercises and problems that can be done. Brief Exercises and Exercises are worth 1 point each while Problems are worth 2 points each. The Exercises and Problems themselves are located at the end of the chapters in the book. You solve them and submit them for grading using HWM+. All chapter Homework should be submitted prior to taking the related test on those chapters. After taking the test, the homework for those chapters will be closed.

You can work on a Homework Exercise or Problem and submit it for grading as many times as you like until you get it fully correct. (You will notice that when a Homework item that you submit for grading is fully correct, it will come back in green color print—signifying that it is *fully* correct. In contrast, if it comes back marked with red color print, then it is only *partially* correct and you may keep trying it again as many times as you like.) For each Homework item, I will give you credit for your final *best* score out of all your attempts. For example, if an Exercise is worth 1 (one) point, and you attempt to solve it three times and your best score is .82 of a point (out of 1 point possible) then I will record and give you credit for the .82. At the end of the term your total points for Homework can be a maximum of 150 points (anything over 100 points earned representing extra credit).

**Tests** on Chapters are also taken and submitted for grading using HWM+. The tests become available and open for taking during specified windows of time. (See below and at HWM+ for available days and times.) Tests are open book. You may save your

work on a test and return to it as often as you like during the time that the test is open—i.e., after it opens but before it close (before the deadline to submit it for grading). However, a test may be submitted **only one time** for grading, and **must be** submitted before the test closes, i.e., before the deadline due day and time. An “attempt” at a Test means that you have submitted it for grading, and you may do that only one time. Test scores and feedback are made available after the test closes. [Note: Keep in mind that open and close times for all Homework and Tests are in Eastern Standard Time (EST). This means that local Pacific Standard Time (PST) is 3 hours *earlier*. For example, a close/due deadline time shown as 11:55 pm EST is actually a close time of 8:55 pm PST. You can not work on the Assignment/Test or submit it for grading after that time.]

**Final Exam** open and close dates and times are shown below and at HWM+. It is taken in the same manner as the other tests and is also open book. The final exam is cumulative (covering Chapters 1-12) and is worth 200 points maximum.

**Extra Credit** may be earned by completing additional brief exercises, exercises, and/or problems from the Homework list available at HWM+. Maximum possible *extra credit* equals 50 points. This means that the maximum *total* points that you can earn doing Homework is 150 points.

**Cheating** (by any means) will *not* be tolerated. Don't do it! I will enforce the College Policy on student misconduct and cheating, which can include an automatic grade of "F," dismissal from the class, and possible expulsion from the College.

### **COURSE CALENDAR**

(Note: Hours are in Eastern Standard Time)

<b>TESTS/FINAL EXAM</b>	<b>OPENS</b>	<b>CLOSES (DUE DEADLILNE)*</b>
TEST # 1 (Ch. 1 & 2)	Fri. 2/22 at 12 am EST	Sun 2/24 at 11:55 pm EST
TEST # 2 (Ch. 3 & 4)	Fri 3/14 at 12 am EST	Sun 3/16 at 11:55 pm EST
TEST # 3 (Ch. 5 & 6)	Fri 3/28 at 12 am EST	Sun 3/30 at 11:55 pm EST
TEST # 4 (Ch. 7 & 8)	Fri 4/18 at 12 am EST	Tue 4/22 at 11:55 pm EST**
TEST # 5 (Ch. 9 & 10)	Fri 5/9 at 12 am EST	Sun 5/11 at 11:55 pm EST
TEST # 6 (Ch. 11 & 12)	Fri 5/30 at 12 am EST	Sun 6/1 at 11:55 pm EST
FINAL EXAM (Ch.1-12)	Mon 6/2 at 12 am EST	Wed 6/4 at 11:55 pm EST***

(These Tests are located at: <http://mh9.brownstone.net/classes/BUS1Asec4301sp08/>)

\*Tests and Final Exam ***must be*** submitted for grading by these dates and times.

**These are also the deadlines to submit any Homework for the chapters covered by that Test.**

\*\*Later close date and time because of intervening Spring Break.

\*\*\*This close date and time allows me to submit the grades to the College on time.