

Los Angeles Valley College
Accounting 21
Bookkeeping and Accounting 1
6:45 to 9:55 Thursday Nights

Spring 2012

Instructor: Howard J. Levine, CPA
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Course Description:

Introduction to accounting, emphasis on how to record basic transactions and prepare financial reports.

NOTE: This course, together with the completion of Accounting 22, is designed to meet University lower division course requirements; Accounting 21 plus 22 equals Accounting 1.

Course Objectives: Upon completion of this course, you will be able to:

1. Understand what accounting is and the underlying fundamental principles.
2. Record routine transactions.
3. Prepare a simple set of financial statements.
4. Analyze and adjust accounting records.
5. Understand the accounting for service and merchandising businesses.
6. Identify and apply different methods to account for inventory.

Texts: (available at the bookstore):

- Weygandt/Kimmel/Kieso, Accounting Principles (9th Edition), 2009
- Weygandt/Kimmel/Kieso, Working Papers (Chapters 1-12), 2009
- Subscription to WileyPLUS

Be On Time:

Class will begin promptly at 6:45. Since a lot of very important materials are covered at the start of class, make an extra effort to be in your seat well before class begins.

Important Dates:

February 21st -- Last day to drop the class for refund and without receiving a "W".
May 4th -- Last day to drop the class without getting a grade.

If you decide to withdraw from class, you must drop prior to May 4th or risk an "F" grade.

Suggestions To Succeed in Class:

- ✓ The instructor’s office hours are from 6:15 to 6:45 (before class). He is also available during the breaks and after class to answer any questions.
- ✓ Get the telephone number of one or two *reliable* people in the class with whom you can exchange ideas, frustrations, and go over the homework problems. This is the best way of mastering the class material.
- ✓ Use the internet tools. After reading each section do the practice exercises and the *Do It!* exercises in the chapter. There are also interactive tutorials, chapter reviews, simulations and videos on the *WileyPlus* web site. You paid for it – use them!
- ✓ Understand that you have made a commitment. You have spent a lot of money to take this class and buy the books. The in-class lectures will teach you what you need to know, but only you can *learn* it. Expect to put in from four to ten hours *each week* for this class. There are no shortcuts!

Grading:

- Examinations -- 2 tests, 100 points each, you are allowed to drop (or miss) one. **No makeups!!****100 points**
- Homework – 6 assignments x 20 points each**120 points**
- Business Essay..... **50 points**
- Final Exam -- Cumulative, open book**200 points**
- Total Possible Points**.....**470 points**

A -- 90%	423 to 470 points
B -- 80%	376 to 422 points
C -- 70%	329 to 375 points
D -- 60%	282 to 328 points

If you are very close between two grades (say a “B” and a “C”), the instructor reserves the right to give you the higher grade based on subjective factors such as class participation and tardiness.

Finally:

Completion of the homework is essential to success in this class. The learning process in accounting is cumulative, so information from one chapter must be mastered to understand the next chapter. Don't get behind on the homework if you plan on doing well in this class!

Accounting is a "participation sport" – Do the work, especially the homework!

Statements From The School

Statement On Financial Aid:

Financial Aid is available. Call 818-947-2412 or go to the Financial Aid Office in the Student Services Center, first floor. For more information you can go to <http://www.lavc.edu/financialaid/index.html>

Statement On Access:

If you are a student with a disability requiring classroom accommodations, and have not contacted the Services for Students with Disabilities Office (SSD), do so in a timely manner. SSD is located in the Student Services Annex, Room 175, or call SSD at 818-947-2681 or TTD 818-947-2680 to meet with a SSD counselor.

Statement On Plagiarism and Student Conduct:

Plagiarism is the use of others' words and/or ideas without clearly acknowledging their source. When you incorporate those words and ideas into your own work, you must give credit where credit is due. Plagiarism, intentional or unintended, is considered academic dishonesty and is not tolerated.

Anyone found to be plagiarizing, including cheating on assignments or exams (such as copying or giving answers, using "cheat sheets, etc.) will 1) receive a non-droppable zero on the assignment and 2) be referred to the Vice President of Student Services for further disciplinary action, following due process.

For further information on plagiarism, go to the Writing Center website (<http://www.lavc.edu/WCweb/plagiarism.html>) and refer to the *Standards of Student Conduct and Disciplinary Action* in the current Schedule of Classes and Catalog.

Statement on Cell Phone Use:

Cell phones are to be turned off (not silent mode, off) prior to entering the classroom. They are not to be used during class and, whenever possible, should be avoided during the breaks. Should you have a family or other issue that may require an emergency call during class time you should notify the instructor, who will make reasonable accommodations.

ACCOUNTING 21
Student Questionnaire
Spring, 2012

Your name:

Your e-mail address (if any):

Employer Name:

Current Occupation:

Describe any accounting or bookkeeping background you have:

Why are you taking this class?