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**Reedley College**  
**ACCTG 31 - Financial Accounting**  
**Spring 2013 - ON LINE**

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Hello Everyone!

My name is Andy Hinojosa and I will be your instructor for your course over the Spring 2013 Semester. I look forward to working with and helping you successfully complete this course.

I am available from 9 a.m.-9 p.m. Pacific Time on most days. I attempt to reserve Sunday for my family. Please let me know if these times are not convenient for you. I will be happy to accommodate your schedule, if possible.

Let me start by introducing myself so that you have a feel for who I am. Over the course of my career I've worked in various accounting and management positions. My first jump into management was for the City of Sanger where I worked for four years and finished my career there as the Director of Finance. I then took on a controller position for a local agriculture company. I was there for a number of years when I decided move to public accounting. I currently work for myself in Tulare, California as a CPA. I advise my clients on tax, accounting, auditing, information systems, business management and business development.

I finished my undergraduate degree and graduate degree at California State University, Fresno. My undergraduate degree is a BS degree in Business Administration with an emphasis in accounting. My graduate degree is an MBA with an emphasis on information systems.

Thanks for reading my introduction and I look forward learning more about you.

**Prerequisite:**

None

**Description:**

Accounting 31 is an introduction to accounting applications software for accountants, bookkeepers, and business managers. This course covers small business accounting using QuickBooks software. Topics include creating a chart of accounts, recording customers and vendor transactions, processing payroll, printing reports, and bank reconciliation. In addition, setting up a new company is covered as well as advanced topics such as exporting to Excel software and using the QuickBooks audit trail. This course is an online course. Instructions will be given via announcements in blackboard and other media for weekly activities. You will be required to read the text, submit homework assignments, testing and project work.

his course introduces students to fundamental business organization, recording of business financial activities, accounting statements preparation, interrelationships, and the analysis of financial activities for business entities with an emphasis on accounting for corporations.

**Required Texts and Materials:**

- QuickBooks® 2011: A Complete Course, by Janet Horne
- 2 USB drives, 3 file folders, typing paper

**Course Objectives:**

Students should, by the end of the semester, become sufficiently comfortable with performing basic accounting functions in QuickBooks Pro as well as using its reference manual and/or help program as a guide. Students should also have an understanding of various other resource tools available to them to use in their daily accounting practices in a business environment. Lastly, students will gain a basic understanding of accounting principles most common to daily recording of transactions of a small business.

**Evaluation:**

1. The course will be based upon the distribution of total points earned on examinations, quizzes, participation and homework.
2. **LATE ASSIGNMENTS WILL NOT BE ACCEPTED.** The instructor will determine the format of submitted assignments.
3. There will be no makeup tests or quizzes. Missed quizzes will result in a grade of 0

**Drop Policy:**

It is the responsibility of any student desiring to drop the course to turn in the necessary drop forms. The instructor will not necessarily drop students who are no longer attending class. The instructor reserves the right to drop students who have missed the equivalent of four days of class.

If adding the course, the instructor reserves the right to drop anyone who adds the course and misses the next class meeting without notifying the instructor why they missed class. This will permit others trying to add the course to take your spot in class.

**Miscellaneous:**

1. Food and drinks are prohibited in the building. Please adhere to this policy.
2. School Computer use is for the educational benefit of the students. Reedley College will not tolerate viewing of inappropriate materials or improper use of equipment. Any violation of school policy will result in disciplinary action.
3. Cheating or Plagiarism will be dealt with according to the Student Code of Conduct that includes consequences ranging from reprimand to expulsion.

**Assignments:**

**PROCEDURES:** Read each chapter before coming to class. Answer end-of-chapter questions as homework. Always add your name to the company name.

**ASSIGNMENTS:** Two of the folders required will be used for the chapter and end-of-chapter assignments. Staple the transmittal for each chapter to the printouts that are assembled in the order listed on the transmittal and submit when instructed. (Note: The transmittal sheets for all problems are found at the end of the chapter or the assignment.)

The third folder will be used for the practice sets. Staple the transmittal for the practice set inside this folder, assemble the printouts in the order listed, and submit when instructed.

**GRADING:** Grades will be based on the successful completion of each assignment, the practice sets, and the examinations. Failure to complete the problems within the chapters or the end-of-chapter assignments will lower your grade by one letter. Practice sets (including the exam) are worth 100 points each. Written exams are 50 points each, and the final exam is 100 points.

**Grading:**

The following is the estimated grading schedule for Spring 2013:

**Total Projected Points**

Section 1 Practice Set (including exam)	100
Written Exam Chapters 1-4	50
Section 2 Practice Set (including exam)	100
Written Exam Chapters 5-7	50
Comprehensive Practice Set (including exam)	100
Written Exam Chapters 8-9	50
Written Comprehensive Final Exam	<u>100</u>
Total Points	550

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**Grading Scale**

<b>A</b>	90%	495-550 (and completion of all assignments)
<b>B</b>	80%	440-494 (and completion of all assignments)
<b>C</b>	70%	385-439 (and completion of all assignments)
<b>D</b>	60%	330-384 (and completion of all assignments)

Please note that point changes may be made during the course of the semester based upon the needs of the students. However, final grades will be based upon the percentage earned as listed above.

**FINAL EXAM MEETING DATE: Wednesday, May 15, 2013 – 6:00p**