

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: ACC 140 (20)	INSTRUCTOR: Gregory Brown
COURSE TITLE: Payroll Accounting	OFFICE NO: Building 4 Room 7
CREDIT HOURS: 2	OFFICE/VIRTUAL HOURS: Mon 10am-11am Tue 5pm-6pm Wed 9am-10am & 5pm-6pm Thur 5pm-6pm Fri 9am-12pm
CONTACT HRS/WK: 3 (1 Classes, 2 Labs)	PHONE NO: 252-789-0218
PREREQUISITES: ACC 115 or ACC 120	FAX: 252-792-0826
COREQUISITES: None	E-MAIL: gbrown@martincc.edu

COURSE DESCRIPTION:

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management

PROGRAM LEARNING OUTCOMES:

1. Articulate and exercise an understanding of the management process and functions and how these influence effective business practices
2. Utilize appropriate technology, techniques and practices to collect, process, and interpret information for decision making
3. Analyze company performance through the use of financial ratios
4. Use Capital budgeting techniques such as a) net present value b) Internal rate of return and c) pay back period

COURSE LEARNING OUTCOMES:

1. Explain the term "finance" and basic requirements of an effective financial system
2. Identify the Money supply and The structure of the federal reserve system
3. Analyze company performance through the use of financial ratios
4. 4. Use Capital budgeting techniques such as a) net present value b) Internal rate of return and c) pay back period

REQUIRED TEXTBOOKS: 2010. Payroll accounting 10th Edition, Cengage/ITP Publishing, ISBN: 9780538744621

SUPPLEMENTAL RESOURCES: None

LEARNING/TEACHING METHODS:

1. Lecture
2. Lab Assignments & Project
3. Homework Assignment
4. Outside reading assignments

ASSESSMENTS/METHODS OF EVALUATION:

1. Test 60%
2. Homework Problems 25%
3. Project 10%
4. Outside reading assignments 5%

GRADING POLICY:

A	100-93 %
B	92-85 %
C	84-77 %
D	76-70 %
E	Below 70 %

COURSE OUTLINE:

Class Outline and Test Schedule

- | | | |
|----|--|------------|
| 1 | The Financial Environment | Week 1-3 |
| 2 | Banks and Intermediaries | |
| 3 | The Savings and Investment process | |
| | TEST 1 | |
| 4. | The Federal Reserve System | |
| 6. | The Money Supply | |
| 5 | The Time Value of money | Week 4-6 |
| 7 | Bond Characteristics and valuating | Week 7-9 |
| 8. | Stock Valuation | |
| 11 | Business organization and financial data | |
| | TEST 2 | |
| 12 | Financial analysis and planning Managing | Week 10-12 |
| 13 | Working Capital | |
| 14 | Short Term Business Financing | |
| | TEST 3 | |
| 15 | Evaluating business investments | Week 13-16 |
| 16 | Capital Budgeting Analysis | |
| 17 | Estimating cash flow | |
| | TEST 4 | |

STUDENT ATTENDANCE POLICY:

The MCC Attendance Policy applies (20% of class days)

This is a three hour class and the maximum number of class hours you can miss is twelve (9) hours. Missing more than six straight hours of classes (without a justifiable excuse) and any cuts beyond 9 hours will result in you being administratively withdrawn from the class by your instructor. You will receive a grade of “WF” which will change into an “F”. If you arrive to class after the roll is called you will receive a tardy. Three tardies will equal one absence. If you have six consecutive hours absent you can be administratively withdrawn from the class. You will receive a “WF” which counts as an “F” for the final grade. Students can be readmitted only with the written approval of the instructor (the student is responsible for making up any missed work before reinstatement).

Contact your instructor immediately if an emergency arises and you are unable to submit your work (or attend class) as required. NOTE: If you find that you cannot complete the course for any reason, contact your instructor and refer to your college catalog for withdrawal procedures.

Administrative Withdrawal

If you are absent 6 consecutive hours, you can be administratively withdrawn from the class by your instructor. You will receive a “WF” which counts as an “F” for the final grade. Students can be readmitted only with the written approval of the instructor (the student is responsible for making up any missed tests and assignments before reinstatement)

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

*In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The Request for Excused Absences for Religious Observances form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

Test Attendance

All students are expected to be in attendance for all tests. Any student who fails to attend a test will receive a seven point deduction off their test grade for every day they are late taking the test. (not every class day, but every day you are late taking the test).

*****NO Exception*****

Academic Honesty

Note that in addition to good academic performance, students should exhibit the qualities of honesty and integrity. If there is any question that academic honesty and integrity are not honored, students may be required to redo assignments in the presence of an instructor-selected monitor. Any proof of dishonesty including plagiarism will make students subject to disciplinary action. Please consult your college catalog for more information

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.

Words of Wisdom: **A class is like a bank account. If you don't put anything into it,
You won't get anything out of it.**