

**ACCT 101 – Fundamentals of Accounting I
Financial Accounting Syllabus – Spring, 2022
Prof. Debra L. Johnson, CPA**

**Come on campus OR watch via Live Zoom
on M W 8:30 am- 10:30 am
OR watch recorded lectures online at your convenience.
It's your choice!**

All course content is in Canvas.

I ♥ Helping Students!!!

Course Description: Welcome to Financial Accounting! I am pleased to have you in this course and look forward to working with each of you during this semester. This course introduces the student to basic financial accounting concepts for various types of companies. The corporate form of a business entity will be the primary focus for the semester. Financial accounting is concerned with how transactions are recorded and summarized, and how the reports are prepared for external users. The principal financial statements that we will cover during the semester are the income statement, the retained earnings statement, the balance sheet and the statement of cash flows. We will spend the first part of the course reviewing concepts covered in ACCT 100. We will also learn proper accounting techniques for cash, receivables and investments, inventories, fixed assets and intangibles, and current liabilities. In addition, this course will cover the corporate form of ownership, and common equity (stock and dividend) and debt (bond) transactions, other long-term liabilities, accounting for dividends and corporate earnings, investments, unusual items that effect the income statement, as well as a myriad of other accounting issues. We will also learn how to prepare a statement of cash flows. We will focus on the proper presentation and disclosure in the financial statements of the above items. We will also learn some financial analysis tools and learn to interpret financial ratios that relate to these items. **This is a UNIVERSITY LEVEL TRANSFER COURSE – and will require substantially more time, effort, focus, and commitment than ACCT 100 required.** If you cannot devote the time to do the work, then do not enroll in this course. It's important to INVEST THE TIME!!!

A Side Note: In addition to calling myself an instructor, I also continue to call myself a student! I am currently enrolled in continuing education courses required to maintain my CPA license. I can relate to the challenges that students face because I am one! Please know that I am here to help you along your academic journey. I look forward to teaching you about the field of Accounting and am eager to share my passion for the discipline!



Prerequisite: ACCT 100 with a grade of C or higher. Anyone who does not meet the prerequisite should see the instructor *immediately*.

Class Access: Live on campus class OR live Zoom times OR Recorded

Lectures – The campus has provided guidance that the FIRST WEEK of hybrid classes be online. No students should come on campus the first week. You can watch via live zoom or watch the recorded lecture,

After the first week if you are participating on campus or watching during live zoom hours, you should plan on staying for the entire duration of the class. **In-class hours and live zoom class hours will be on M W 8:30 am – 10:30 am** (except on exam days and holidays and during spring break.) **The campus has limited the in-person class size to 15 people.** So in fairness, I will accept 15 people who can attend in person on Mondays and 15 people who can attend on Wednesdays. You may attend alternative days on live zoom or you can choose to watch the scheduled lectures. **There is a sign up sheet in the introductory Canvas module where you can choose which day you want to come on campus, if you desire to do so.**

Please do this as soon as possible, so that I can plan accordingly. (If there are additional spots left, and you desire to attend in person on BOTH days, I will let you know after the first week of class.) I am doing my best to provide maximum flexibility to meet your learning needs. Specific instructions on how to select which option best fits your needs will be discussed on the first day of class. In accordance with the institution’s guidance, the FIRST WEEK OF CLASS for all classes will be held VIA ZOOM only.

Use Tech Connect Zoom within Canvas to access the live lectures. Instructions for how to do so are provided in the introductory Canvas module. These lectures will be recorded. You can access the recorded lectures in Tech Connect Zoom as well. Instructions for how to do so are provided in the introductory Canvas module. If you take short cuts and don’t watch/participate in all aspects of the course, you most likely will not perform as well on graded assignments. I consider the lectures to be of great value in learning accounting. **Accounting can be a tough subject, and you need to avail yourself of as much practice as you can get.**

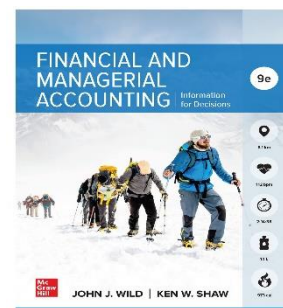
Text: Financial and Managerial Accounting. We are using a NEW edition of the *Wild, Shaw, “Financial and Managerial Accounting: Information for Decisions,” Ninth*

Edition, McGraw-Hill. ISBN 9781266572364. The text with access code is available in campus bookstore. The bookstore version comes PREPACKAGED with a Connect Access Code that you can use for both ACCT 101 and 102 and is a soft loose-leaf version of the book. **The Connect access**

code is required to complete all video concept overviews, homework assignments, all quizzes, and all the optional Learn Smart assignments and is a REQUIRED component of the course.

This semester the publisher has made available a discounted e-book with Connect access that can ONLY be purchased from within Canvas. Details are in introductory module in Canvas. If

you purchase the book somewhere else or you purchase a used book, please be advised that you will need to purchase the access code on a stand-alone basis. **DO NOT BUY A USED BOOK**



as the Access Code WILL NOT WORK! **YOU CANNOT COMPLETE YOUR HOMEWORK AND QUIZ ASSIGNMENTS WITHOUT THE CONNECT ACCESS CODE.** .

Previously enrolled in ACCT 101? If you were enrolled in ACCT 101 previously and purchased a book/access code in a previous semester –and FAILED or DROPPED the class -- check out the expiration date of your Connect code when you first log into the class. **If your code expires prior to the end of the semester, please email me ON THE FIRST DAY OF CLASS.** You will need to provide me with the user name that you used in Connect, the name of instructor and the semester in which the ACCT 101 class was taken/failed or dropped as well as the Connect Access expiration date. I will contact the publisher on your behalf during the first week of class to see if I can get an extension.

Other Supplies/Access to Office 365: You need to bring a calculator, notebook with paper, and pen or pencil to our live zoom class on a daily basis. (If you will be watching recorded lectures, then have these available when you watch.) You will need to take notes and we will work out many exercises and problems from the text. You may desire to bring a red pencil and/or highlighter pen to class to highlight errors. I strongly suggest you purchase a 3-ring binder to keep all work together in an organized fashion. We will be utilizing the Microsoft Office 365 package (that has Word, Excel, PowerPoint and other programs as part of the platform.) ALL CERRITOS COLLEGE STUDENTS have free access to this software. You need a Cerritos College email address to access the FREE software. There are instructions in the introductory module of Canvas which show how to obtain the Cerritos College address, as well as instructions for obtaining the software. Take care of this PRIOR TO THE FIRST DAY OF CLASS.

Departmental Student Learning Outcomes:

1. Analyze and record transactions for a service business in the fundamental accounting equation. (Ch. 1)
2. Analyze and record transactions for a service business in the general journal and post to T-accounts or a general ledger using the rules of debit and credit. (Ch. 2)
3. Calculate and record adjusting entries and closing entries in the general journal and prepare an income statement, statement of retained earnings, and classified balance sheet. (Ch. 3)
4. Analyze and record transactions using the perpetual inventory system for a merchandising business in the general journal and prepare a multiple-step income statement. (Ch. 4)
5. Compute the Cost of Goods Sold and ending inventory values for a perpetual inventory system using the FIFO, LIFO, average cost and specific identification inventory costing assumptions. (Ch. 5)
6. Prepare a bank reconciliation and record the resulting journal entries in the general journal. (Ch. 6)
7. Calculate and prepare the adjusting general journal entry to record the estimate of uncollectible accounts receivable using the allowance methods and the write-off of uncollectible accounts receivable using the direct write-off method. (Ch. 7)
8. Calculate the total purchase cost of Plant Assets, calculate depreciation expense and prepare the adjusting journal entries for depreciation using the straight-line, units-of-production and double declining-balance methods. (Ch. 8)

9. Record general journal entries for current liabilities, including short-term Notes Payable and Payroll. (Ch. 9)
10. Calculate and record the general journal entries for the issuance of Bonds, the periodic payments of interest expense and the amortization of a premium/discount on bonds payable using the straight-line method (Ch. 10)
11. Record the general journal entries for the issuance of corporate stock, the payment or issuance of cash or stock dividends, and the purchase and re-sale of treasury stock. (Ch. 11)
12. Prepare a statement of cash flows using the indirect method. (Ch. 12)

Registering on the Publisher’s “Connect” Site: Registration on McGraw

Hill’s Connect site will be done through Canvas. The McGraw Hill Connect website link is located within the **CANVAS platform**. You can reach the Canvas platform either through the home page of Cerritos College or at this URL: <https://cerritos.instructure.com/> To access Canvas use your student ID and password (your birthdate unless you changed it), to log into the ACCT 101 Canvas Course. **Once inside the course, click on the “Assignments link” to access the course content in Connect.** The first time you access the course, you will be asked for your email. I would suggest you use the same email address and password that you used in your other accounting courses. There is a short video link in the introductory module that will demonstrate how to register on the Connect Site (through Canvas.) or you can access the Video Link here: <http://video.mhhe.com/watch/4q72PpEpzkXAd3hW4o52c8>

Once again, once inside your Canvas course, click on the “Assignments” link to access Connect.

The screenshot shows four options for accessing course materials:

- Use Connect Code:** Requires a 20-digit access code. Includes an input field and a "REDEEM" button.
- Connect:** Full digital experience with a discounted loose leaf textbook. Price: \$77.00, Access until 01/30/2022. Includes "BUY IT" and "BUY IT" (with PayPal) buttons.
- Connect + Printed Textbook Rental:** Save up to 30% more versus purchasing separately. Price: \$149.00, Connect access until 01/30/2022. Includes a "RENT IT" button.
- Temporary Access:** Get started now with two weeks free of access to Connect. Includes an "ACCESS NOW" button.

Access to the Canvas site is **MANDATORY** and required to stay in the class. **You MUST REGISTER on the Connect site within the first week of class.** If you do not have the book/e-book by the end of the first week, then sign up for the temporary “Courtesy Access Code” which will allow you two weeks of free access to the site. Only **ONE CONNECT ACCOUNT** per student in this class is allowed. **Do not create more than one account.** If you create more than one account, only assignments from the initial account will be graded.

Warning about Temporary Access Codes: The courtesy access code is available for two weeks ONLY. You will be locked out of the Connect homework site (by the publisher) if you do not provide an access code prior to the expiration of the Courtesy Access. If you use it, **WRITE DOWN** the due date in your calendar and make sure you make arrangements to get permanent access (via payment of amount due) by the due date. Failure to sign up on the Canvas/Connect course site may result in a drop from the course. **ALL assignments are due by the prescribed due dates.**

Class Preparation & Video Preparation **YOU MUST COME PREPARED TO CLASS (or to recorded lectures).** You are expected to read the chapter in the e-book BEFORE the material is discussed in class. In order to encourage you to prepare for class, you are required to open and review a “**Video Concept Presentation**” prior to midnight of the day **BEFORE** the topic is to be discussed in class. These are short video clips that explain the relevant concepts in the chapter. There are interactive questions in many of the video clips. If you shortcut this step, you will also short circuit the learning process. These video preparation modules are worth 5 points for each chapter and if used properly will help you comprehend the material **BEFORE** it is discussed in class. I will drop your one lowest score. Due dates are listed on the schedule of assignments.

Discussion Posts: Discussion posts are intended to bring community to the classroom. Discussion posts are due each every few weeks. Due dates are on the schedule of activities. Write these down in your calendar or other time management device at the start of the semester. You must reply to the discussion post (prior to reading any other student’s response) **by Thursday of the assigned week.** In addition, you should also **reply to at least two student posts by Sunday at midnight.** Use proper netiquette and proper grammar when replying to posts. Discussion posts are worth 5 points each. Your posts and replies should be **WELL DEVELOPED** and **THOUGHT OUT.** This means they should be more than a few sentences. Simply agreeing with a classmate does not suffice, and as such, will not awarded full points. These discussion posts will also help to verify your attendance and participation in class.

Homework: **YOU MUST DO YOUR HOMEWORK IN THIS CLASS TO DO WELL.** ALL homework assignments must be completed using the **Connect** site (located within Canvas) and are **due by midnight on the due dates posted on the attached schedule of assignments.** There are no exceptions. Each chapter of homework is worth ten points. The site will give you instant feedback and immediate hints if you encounter difficulties with your homework. **Homework assignments are similar to those exercises and problems worked in class. You will be required to complete substantially all your homework using the Connect package (located within Canvas).** This site is an interactive, internet-based product designed to help students complete end of chapter exercises and problems. It is available 24/7 via the internet. You may access and attempt the homework questions as many times as you like prior to the due date. You will receive instant feedback as exercises and problems are attempted. I will drop your one lowest homework score. The homework assigned is a **minimum amount** to get by in the class. “A” students will do more than the amount required to help prepare them for quizzes and exams. **YOU CANNOT COMPLETE YOUR ASSIGNMENTS WITHOUT THE CONNECT ACCESS CODE.**

Suggestions for Completing the Homework: (After reading the text, and watching the Concept Overview videos, and practicing in class) you should:

- Access the Connect site (within Canvas) and choose appropriate chapter.
- Print out the blank Connect homework questions, and then **SAVE YOUR WORK** prior to leaving the Connect site (as the numbers will change if you do not save.) If you do not have a printer, you can write down the relevant info.
- **Complete each assignment BY HAND or “from scratch” on a piece of paper.** Label every line and show all computations.
- Enter your HAND PREPARED or “from scratch” SOLUTIONS into Connect to check the accuracy of your answers.
- Use the “Check My Work” feature as often as needed.
- When finished, **SUBMIT YOUR WORK**, prior to the due date.
- **Keep a notebook of your homework for studying purposes.**

(Warning: If you simply enter the site and use the drop-down boxes to complete the homework with minimal effort, YOU WILL NOT BE PREPARED for the exams.)

Homework is considered to be a learning tool. Therefore, you can submit your homework as many times as you want up until the due date. (I would encourage you to continue submitting answers until you receive a score of 100%.) If you encounter problems completing the homework, you can obtain instructor assistance or student tutorial assistance or attend a lab. I will drop your lowest homework. **NO LATE HOMEWORK IS ACCEPTED.**

Unproctored OL Quizzes: In order to help you remain current in your studies, on-line quizzes are required at the end of each chapter. They are a combination of multiple choice, true false, and minor problem solving with some computations and fill in the blanks. These quizzes should be used to assess your progress and understanding of chapter materials. The due dates are posted on the attached schedule of assignments. Each quiz is worth 10 points and must be submitted by the due date. They are timed at 90 minutes and may be accessed **ONLY ONCE** per chapter. Once you access them, the timer starts running. You cannot access them again. There are no make up quizzes. I will drop your lowest quiz score. **YOU CANNOT COMPLETE YOUR WITHOUT THE CONNECT ACCESS CODE. NO LATE QUIZZES ARE ACCEPTED.**

OPTIONAL Smart Book/Learn Smart Review Assignments –. LearnSmart is an adaptive learning program that uses your performance to determine how you learn. It knows when you need practice, when it's time for you to learn something new and when you're likely to forget material. LearnSmart can even identify your level of confidence you have on a topic. These assignments are provided for each chapter. They are **OPTIONAL** and ungraded. If you choose to do them to help prepare you for the exam, you should complete them **BEFORE** the exam as shown on the Schedule of Activities. **DO NOT** wait until the night before the exam to attempt these. They are designed to assess your understanding and should be done as you progress through the chapters. You should build them into your weekly study regimens.

Study Suggestions for ACCT 101 – YOU MUST BE PREPARED:

- **READ** the chapter **PRIOR** to class or prior to watching the recorded lectures. (Either read the book or use Learn Smart to read the ebook) Use a highlighter pen as you read.
- Consider **preparing an outline** leaving space between topics that you can augment after the lecture.
- If you are a visual learner, **Review the PowerPoints** PRIOR to class to reinforce concepts.
- **View the REQUIRED Video Concept Overview** prior to class and prior to due date.
- **Come to class or watch zoom lectures EVERY class DAY** – take detailed notes and practice. Arrive ON TIME and PREPARED to work. (Or watch the recorded video recordings in several sessions during the week.)
- Go home/library and **attempt the homework** as instructed BY HAND. Enter the solutions into Connect. Bring any questions to the next class – use tutorial and lab services if needed.
- **Use (optional) Smart Book/Learn Smart to assess readiness.**
- **PRACTICE/PRACTICE/PRACTICE!**
- Take graded quiz.

Go to next chapter. Repeat!

Class Lab Time: We will often set aside practice time toward the end of most class meetings. Sometimes we will work in groups. **This “lab time” is a required portion of your class.** (If you are taking the class online and watching the recorded videos, make sure you work out the same assignments.) You should focus on keeping current with your studies so that you can make the most of the lab time

Accessibility Accommodations: I have made every effort to make this course accessible to all students. If you encounter a problem accessing anything in this course or you require an academic adjustment based on the impact of a disability, please discuss this with me and contact Student Accessibility Services (SAS) at 562.860.2451 ext. 2335 to discuss their disability related accommodations. Please submit the appropriate paperwork from SAS. Any testing accommodations requires prior authorization by SAS (previously known as DSPS) and compliance with approved procedures.

Basic Needs Insecurities: Many students are facing basic needs insecurities, especially with the impact of COVID19. Any student who is experiencing academic barriers due to basic needs (housing, food, or hygiene insecurities or due to an unexpected event or financial emergency) is encouraged to contact the Falcon’s Nest to discuss potential resources available on campus and in the community. Email: falconsnest@cerritos.edu and Website: cerritos.edu/basic-needs. The [Falcon's Nest](http://cerritos.edu/basic-needs) website has more information.

Embedded tutor At this time, I have requested an embedded tutor be part of our class. Unfortunately, due to a backlog in HR, this had not yet been finalized. If/When available, I will share our tutor’s contact info. He/She has taken the class, is **VERY RESPONSIBLE**, loves to **HELP STUDENTS**, and I look forward to him/her being a **WONDERFUL RESOURCE** to all of us.

Accounting Labs - Instructor-led Accounting tutorial labs are offered via live Zoom sessions. The days and times will be provided during the first week of class and are also posted on my website. No appointment is needed. **USE THESE RESOURCES!**

Writing Assignments: The business world insists that business students possess adequate writing skills. During the semester you will be required to do some assigned brief writing exercises. These assignments will be graded primarily for content. However, proper vocabulary, grammar, punctuation, and spelling will be considered when points are assigned. More specific directions and due dates will be announced as the semester progresses.

Group Work: During the semester (while this pandemic is in place), we will occasionally work on designated class assignments in groups. If you are taking the class totally online (and viewing recorded lectures) you have the option of either pairing up with other classmates or doing the work on your own

Remotely Proctored Examinations: **PREPARATION IS KEY!!!** Exams will be proctored using Proctorio software via the Connect homework site. All you need is a computer with a web cam, access to the Chrome browser and a strong internet connection. (Most computers already have webcams installed on them.) If you don't have one, hopefully you can borrow one for the semester. Limited resources are available through Cerritos College. Reach out for ASSISTANCE EARLY IN THE SEMESTER to obtain further contact info if needed. More info on Proctorio can be found here: <https://proctorio.com/system-requirements>

Once you enter a proctored exam, Proctorio will give you a one-step "click" to enable a Chrome extension that is necessary for the program to work. This program is highly secure and has been used by many, many colleges and universities. If you have taken previous online courses, then you have probably used it before.

All exams are proctored. You need to install a one-click Chrome extension on a computer with a webcam. All exams are CLOSED NOTES and CLOSED BOOKS.

Treat the testing environment just as you would do in a live classroom. Use the restroom prior to exams. **Once you start an exam, you MAY NOT LEAVE THE ROOM.** Cell phones need to be TURNED OFF and stored away during class time. There are NO NOTES allowed and NO OTHER DEVICES (except a calculator) may be used during an exam. You are NOT ALLOWED to access any websites (except the test) during the exam. Take the exam in ONE SITTING. Do not leave the test during the entire testing time. You should try your best to take in a quiet location. I do understand that under the current circumstances this isn't always possible. Just do your best. The library also has computers that you may use, however check hours and availability during these COVID circumstances. The Proctorio software may record voice, screen, and internet traffic during the exam. ONLY FLAGGED EXAMS are ever reviewed. If you follow the same protocol for exams taken in class and in front of an instructor, then you don't have to worry about your test being flagged.

Exams may consist of chapter-oriented problems, true/false questions, matching, multiple-choice questions, definitions & terminology, work out from scratch problems and essay questions. No

notes or study aids of any kind are allowed on exams. ***You must take the exam on the scheduled date.*** There are no make-up exams, unless there are severe/unusual ***documented*** circumstances.

If you follow the same protocol for exams taken in class and in front of an instructor, then you don't have to worry about your test being flagged.

Course Grading:

Students will be evaluated through a combination of exams, including a comprehensive final exam, homework assignments, quizzes, writing assignments, and group participation as follows:

Points	Description
400	Four Exams @ 100 points each;
55	Video Presentations: 12 chapters @ 5 pts each; low score dropped
110	Homework: 12 chapters @ 10 points each; low score dropped
110	Quizzes: 12 chapters @ 10 points each; low score dropped
30	Writing Assignments: (PPE=10 Stock = 10 Wrap Up = 10)
25	Discussion Posts 5 @ 5 points each
10	Connect/Smart Book Orientation Video
10	Participation
2	Proctored "Practice" quiz to experience proctored environment
752	Total Points

Final Course Grades will be computed according to the following percentages:

Grade	Percentage	Points Needed
A	90-100%	677-752
B	80-89%	602-676
C	70-79%	526-601
D	60-69%	451-525
F	Below 60%	Below 451 points

Communication: I often send out e-mails. Please update your e-mail address on **My Cerritos** and make sure you check the box that says that e-mail is your preferred method of communication. If you do not do this, you will miss valuable class communications.

Policy Statement: Excessive absences, unsatisfactory progress, undesirable citizenship, or falsification of work may serve as a basis for a failing grade and/or dismissal from class. Graded work is to be done ALONE and INDEPENDENTLY (unless specifically identified as a GROUP PROJECT). Most of the assignments are individual efforts – not group efforts unless explicitly stated as such. You may not share files or work. Submissions must be 100% completed by the enrolled student. I do not tolerate cheating in any manner. The college and I take academic honesty issues very seriously. I expect ethical behavior and integrity inside and outside of the classroom. Students who commit academic dishonesty will be dealt with according to the college's Academic Honesty policy found in the schedule.

(Virtual) Classroom Interruptions: Out of respect for your instructor and fellow classmates, all cell phones, and any other communication devices should be silenced or turned off before entering the (virtual) classroom. Cell phones may NOT BE OUT OR USED AT ALL during proctored tests; (not even the calculator function) and must be placed out of reach. Failure to follow these requests may result in an undesirable grade. You should mute yourself as you enter a virtual classroom. Although not required to do so, I certainly appreciate you leaving your camera on during live zoom lectures.

Attendance: One of the most important things you can do this semester is to attend classes/watch recorded lectures EACH WEEK. You are expected to either attend class or live zooms or watch recorded videos regularly – several times a week. If you attend live zoom sessions, please arrive on time. You are required to participate and complete assignments. The school has a drop policy that I adhere to. When the hours of absence exceed those allowed by the institution, then the student is considered excessively absent and is subject to exclusion from class (see the Schedule of Classes for the official attendance policy). If for some reason you stop attending or participating in class, it is your responsibility to officially withdraw. If you do not officially withdraw, you may receive an undesirable grade. ***The last day to withdraw is April 21, 2022***

Canvas accounts: Substantially ALL OF YOUR COURSEWORK is in the Canvas platform. All enrolled students have access to the Canvas platform for this class. You can obtain access through the Cerritos Home Page. Use your 7-digit student ID number as your user ID. (If you have a 6-digit ID number, place a zero in front of it.) Your password is your birthdate. You can go in and change your password at MyCerritos. You will need this account to log in and complete assignments. **Once inside Canvas, you can access all the various assignments in Connect using the “Assignments” link.**

Web Site: I maintain a traditional course website that is located at <http://www.cerritos.edu/dljohnson>. There are numerous handouts and study aids designed to assist you in your efforts.

Office Information: I want you to succeed!!! I am available for extra help during my office hours, before or after class, or on an appointment basis. My physical office is in the Business Education building. During this pandemic, all office hours will be held virtually as the campus remains closed.

Zoom Office – click link or use button on Canvas home page.

(For future semesters my Physical Office is in BE – 104i)

Office Hours: **Mon/Tues/Wed/Thurs 7:45 – 8:30 am via zoom and also by appointment.**
NOTE: As of this writing, Cerritos College has NOT ALLOWED in person office hours even though I am on campus this semester. Therefore, all office hours will be held live via Zoom. For security reasons, the zoom link is in your Canvas course. Use the Modules link and see the Introductory module near top. Or you can choose the Office Hour link at the bottom of your Canvas home page.

Phone: 562 860-2451 ext. 2712 (The best way to reach me is via Canvas message or through e-mail. **Please do not leave voicemail messages** unless you do not have access to e-mail. I do not check voice mails very often. I check emails multiple times daily.)

E-mail: djohnson@cerritos.edu This is the best way to contact me. You can email directly or use the Canvas site to message me. **Always include your name and class in the subject line of your email.** I teach six classes – and I need to know what class you are in at first glance on an email. I check my e-mail throughout the day and on weekends, except for Sundays. I try to answer all e-mails promptly and within 24 hours (unless there is a holiday).

Final Note: I am excited to have you in my class and look forward to embarking on this new academic journey as part of a team to help you reach your academic goals. I hope to display servant leadership characteristics along this journey. I love what I do. I look forward to being in the classroom. **Again, WELCOME to the class!**



The Schedule of Assignments is an integral part of this syllabus.

I ♥ Cerritos College