INSTRUCTOR

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E-mail  rsabado@highline.edu
Blackboard  http://blackboard.highline.edu

Office:  Building 29, Room 249

COURSE

Busn 282 and Hotel 282
Class offered winter quarter only
Two Fridays 1:00 – 4:00
Two Saturday 9:00 – 3:00
Computer Lab:  Bldg. 30

ACCESSIBILITY

If you need course adaptations or accommodations because of a disability; if you have emergency medical information to share with me; or if you need special arrangements in case the building must be evacuated, please provide me with the Letter of Accommodation you have received from the office of Access Services. Access Services is located in Building 6 in the Student Development Center.

NATURE OF THE COURSE

Understanding financial statements provides students with a basic knowledge of how to use financial reports to make business decisions. The purpose of this course is to help you understand and analyze an annual report. Financial reports form the basis for understanding the financial position of a business firm and for assessing its historical and prospective financial performance.

The emphasis is on the user of information rather than the preparer of information. The course is about managers making decisions, planning for the future, and controlling company operations. For example, as a manager you may use financial reports to evaluate the performance of your own company, or your competitors. As a bank loan officer you may examine financial statements to determine the credit-worthiness of potential borrowers. Or as a corporate treasurer you may use financial statements to choose between alternatives for the company’s investment portfolio. Finally, as an individual investor you may use financial reports to select your personal investments.

GOAL AND OBJECTIVES FOR BUSN 282

MISSION STATEMENT

My mission is to provide members of our diverse community (students of Busn 282/Hotel 282) with educational opportunities to develop the knowledge, skills, attitudes, and values necessary for productive, responsible, and meaningful professional careers.
GOAL – Student Learning Outcomes

By the end of this course, students should be able to understand basic accounting terminology and to analyze financial reports in a manner suitable for presenting business information to users of financial statements.

The course will also provide you with an opportunity to work in teams when solving accounting problems. A single person can make a big difference in an organization. But rarely does a single person have enough knowledge or experience to understand everything that goes on in a process. Major gains in quality and productivity most often result from teams - a group of people pooling their skills, talents, and knowledge.

OBJECTIVES

This is a business class and you and I should approach it in a business-like manner. Employers expect our presence at work and your classmates should expect your presence at group assignments and meetings. Employers also expect your work assignments to be professional (neat and organized), completed on-time, and as accurate as possible. And, finally, employers expect your active involvement in learning your job. I also expect you to attend class, to be prepared to discuss the assigned material, participate in group assignments, and complete your homework assignments.

Class Discussion - Class discussions are an exchange of ideas. Discussions provide continuity and progress through the course materials. Class discussions allow the class to discuss the major concepts of the course, clarify all assigned material, and give each student an opportunity to express themselves on matters relevant to the course. All students and instructors should honor the rights and ideas of all people and value each other’s beliefs and individual and cultural differences. I encourage creativity, challenge, and debate in learning.

Books - The book will guide the class discussion, give you a vehicle for self-study, and are sources for answering questions. The required texts are:

Understanding Financial Statements, Fraser and Orminston

Blackboard – Blackboard is an on-line course management system. I have created a course web site at http://blackboard.highline.edu/ and it will give you access to a variety of on-line learning tools and handouts. Access to Blackboard requires a password and instructions to gain access will be provided separately. Different instructors use different features of the system, so explore the site and check with me for specifics. Use of Blackboard in this course is optional but it does contain information that may be useful to you.

Homework Assignments -- I choose assigned homework problems to cover significant points in the course and to provide the basis for class discussions. Homework problems are learning devises that I will be collecting and grading. The homework assignments are listed by chapter and by day. I collect the homework assignments on the date shown on the assignment schedule. You can e-mail me your assignment before or after the class time but on the date due. Late homework will not be accepted and no points will be given. Extra credit will not be granted.

All assigned homework, including problems done in class, must be included in your submission. Each day will be a separate submission; however, all homework assignments should be submitted separate from your textbook homework. Your textbook homework submission will include a cover sheet (attached example), which will include your name, course and time, and each homework assignment and whether you have completed (C), partially completed (PC), or not completed (NC) that problem. You do not need to consider whether you accurately completed a problem; just whether you completed it to the best of your ability. I will not accept homework that does not have a cover sheet.
Failure to accurately report the completion of your homework (for example, to state that you completed a problem when you obviously did not) will result in a grade of zero points for the entire homework set. You can use the cover sheet to write me a note and direct my attention to a homework problem that you want help on. At a minimum, I will scan your homework for completeness and neatness. I will grade your homework, using a maximum score of twenty points.

I will be grading one or more of your homework problems that I did not review in class. I will also scan your homework for completeness and neatness. All assigned homework, including problems done in class, must be included in your submission. I will grade your homework, using a score between one and twenty, and return it to you at our next class meeting.

Examinations – The quizzes give you an opportunity to demonstrate your knowledge of the course material by completing a set of challenging questions. Quizzes will be multiple choice and problem solving questions. Make-up quizzes may be given based on advance arrangements only.

Financial Analysis Project – The purpose of this practice set is to help you understand and analyze an annual report. After you complete the practice set, you will be familiar with the corporation you have analyzed and the basic techniques for analyzing financial reports. Later, you can use the analytical abilities to analyze the financial statements of other companies.

GRADERS

Your grades provide a measure of performance on the course material. I do not have a predetermined distribution of grades for this class. Your grade depends upon the quality of your work. Cheating, plagiarism, and other forms of academic dishonesty are unacceptable at Highline Community College and are subject to disciplinary action in accordance with the procedures outlined in Washington Administrative Code (WAC) 1321-120. Grades are based upon the following:

Examinations
- Chapter Quizzes 10%
- Financial Analysis Project 50%
- In class activities 10%
- Homework, class participation, and attendance 30%
- Total 100%

Incomplete Grades -- Highline Community College rules state that before I can give you an incomplete (I) grade, you and I must execute an Incomplete Grade Contract prior to the quarters end. Please talk to me if you want to elect an incomplete grade. Otherwise your grade will be based upon the work that you completed during the quarter.

Grading Scale for Winter Quarter 2006

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