

Syllabus: Accounting 202/Fundamentals of Accounting— Fall 2014Bellevue College, Instructor: **Susanne Elliott**

Contact: The **BEST** way to reach me is through **email**. Susanne.elliott@bellevuecollege.edu

I monitor email on a daily basis on weekdays. If you do not receive a reply within 24 hours on a weekday, please resend your email or try calling by telephone. It is my intention to respond to you on a timely basis but sometimes with technology glitches and the large volume of email I receive, emails may not reach me quickly.

Business Transfer Website: <http://bellevuecollege.edu/business/transfer/>

Prerequisites. English 101 . College level reading, writing, and basic math (through fractions, percents, and Algebra). **Strongly desired. Math 138** or higher and working knowledge of Excel, Word or equivalent.

Text. Weygandt, Kimmel, Keiso Financial Accounting, **7th Edition** (Wiley, 2010) RENT for \$45 (bookstore). Coursepack (bookstore).

Course Requirements: Please see Assignment Sheet

Grading: The grade will be a numeric grade per BC guidelines.

GRADE	POINTS	PERCENTAGE
A	4.0	92-100
A-	3.7	90-91
B+	3.3	88-89
B	3.0	82-87
B-	2.7	80-81
C+	2.3	78-79
C	2.0	72-77
C-	1.7	70-71
D+	1.3	68-69
D	1.0	62-67
F	0.0	BELOW 62

Expected time outside of class	<p>The Business Transfer Program prepares students for careers in business. All the courses in the program are second-year (200 level) courses that are rigorous and have many requirements.</p> <p>For classes, students are required to spend at least two hours outside of class for every hour I class. <u>Make sure you manage your time well.</u></p>
Exams	<p>There will be THREE EXAMS given (see assignment sheet) Early exams may be arranged in the advance with the instructor. IN GENERAL, NO MAKE UP EXAMS WILL BE GIVEN.</p> <p>Exam 1 covers Ch 9 and Ch 10, Exam 2 covers Ch 11 and Ch 12, and the final is comprehensive and also includes Appendix C (back of textbook, after chapter 14). Exams are <u>closed book, closed notes</u>.</p>
Chapter Quizzes	<p>You will be given VERY short (15 minute) quizzes following each chapter based on the reading assignment. This is an early opportunity to assess your readiness for the chapter.</p>

Homework	<p>Chapter homework assignments are listed on the Schedule and are due as listed at the beginning of class. <u>Keeping up with homework is vital to your success in this class!</u></p> <ul style="list-style-type: none"> • Each student completes or attempts ALL of the homework and brings these solutions to class.
Practice exams	Occasionally, I issue practice exams. They usually do not include the <i>solutions</i> .
Email feedback	I will monitor email on a daily basis on weekdays. If you do not receive a reply within 24 hours on weekday, please resend your email. If the Discussion area is popular, I will monitor it also.
Helping you succeed	<p>The Business Transfer Program encourages you to make use of our study center (The Business & Economic Study Center located at C207K. Student tutors are available according to the schedule posted. You may use the study center to meet with your group or to interact with other students. Students find the study center to be extremely helpful to their success.</p> <p><u>Read</u> lecture notes (PowerPoint slides), <u>Review</u> the textbook. • <u>Study in groups</u> and <u>start early</u> on homework assignments and projects.</p> <ul style="list-style-type: none"> • Homework assigned is a <u>minimum</u> and must be turned in <i>ON TIME</i>. You need to do much more (especially chapter review problems) on your own in order to succeed.
Standard of Behavior	<p>All interactions will be evaluated as to whether they are acceptable in the business environment. This includes interactions in the class, on online discussion forums, email communications, with the instructor, with fellow students, and in the community. Inappropriate communications include jokes and discussions your classmates find offensive, excessive messages, and other communications which would be typically deemed inappropriate in the workplace. The student will be informed and expected to comply with requests for change and improvement. Please note that the instructor reserves the right to delete inappropriate communications from any public forums.</p>
Student Code	<p>“Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.” The Student Code, Policy 2050, in its entirety is located at: http://bellevuecollege.edu/policies/2/2050_Student_Code.asp</p> <p>Social Science policies can be viewed at https://bellevuecollege.edu/socsci/policies.asp.</p> <ul style="list-style-type: none"> • Using a Cell Phone during an assessment for ANY REASON is considered cheating.
Affirmation of Inclusion	Bellevue Community College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at BCC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.
Code of Honor	By being a student in this course you acknowledge that you are a part of a learning community at Bellevue College that is committed to the highest academic standards. As a part of this community, you pledge to uphold the fundamental standards of honesty, respect, and integrity, and accept the responsibility to encourage others to adhere to these standards.
Overload	By policy, our program does not allow instructors to overload (register more than the designated class limit) classes or register students in other classes to attend their own. It is also a violation of college and state policy to have any students in the class who are not

Public Safety	The Bellevue College (BC) Public Safety provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours per day, 7 days per week. Their phone number is 425.564.2400. Public Safety is located in K100 and on the web at: http://bellevuecollege.edu/publicsafety/ for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency.
Accommodations	The Disability Resource Center serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact DRC as soon as possible. If you are a person who requires assistance in case of an emergency situation, such as a fire, earthquake, etc, please meet with your individual instructors to develop a safety plan within the first week of the quarter. The DRC office is located in B 132 or you can call at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Application information and other helpful links at www.bellevuecollege.edu/drc
Declare your business major	If you intend to and have not already done so, declare your business major. Make sure you have consulted with an advisor and laid out your courses. The Business Transfer Program recommends that you subscribe to the Business listserv which provides notices of application deadlines and events. To subscribe to the listserv, individuals should send a message to: lyris@list.bellevuecollege.edu. In the body of your message write SUBSCRIBE bccbusiness
Late Policy	No late Discussion posts will be accepted. No make-up quizzes will be allowed. An assignment received AFTER THE TIME THAT THE OTHERS HAVE BEEN COLLECTED WILL BE CONSIDERED LATE AND LOSE 5 points! If the assignment is submitted in the next day, an additional 10% will be deducted. NO ASSIGNMENTS WILL BE ACCEPTED AFTER 1 SCHOOL DAY HAS PASSED. <i>Hint: If you think you'll have trouble with this policy, turn in your assignments one day EARLY.</i>

Learning Outcomes. The Student will be able to pick up any (domestic) Company's Financial Statement and assess that company's financial stability, cash flow prospects, & balance sheet:

1. Analyze a company's current liabilities and long-lived assets; Prepare depreciation and amortization journal entries. Understand and calculate **money** valuation using the time value of money principles.
2. Discuss and account for debt financings and corporate stock transactions, and their valuation.
3. Prepare and analyze a cash flow statement; Identify/apply the tools for evaluating a company's performance.
4. Create an Excel spreadsheet of selected accounting information, including formatting, calculating, and labeling of financial data.
5. Improve "test for understanding" skills with the instructor, to assure he/she is on track.

This is a TIGHTLY-SCHEDULED and FAST-PACED course, and will feel very different to you from Accounting 201. The materials take you into the world of Balance Sheet analysis, time value of money, cash flow. We have no time to take a break or revisit material – it is VERY HARD to catch up if you slack off.

WITHDRAWAL POLICY If you decide to drop the class, it's okay. Students who do not officially withdraw will have their grade calculated on the number of points earned divided by the total possible points assigned for the entire quarter. Please act responsibly and officially withdraw from any classes you choose not to complete. Unless you **formally** drop by the deadline (I think it's the end of the 7th week from the start of the quarter, but check the course schedule to be certain), you will receive an F grade, with 0.0 grade points. There may be a situation that warrants an NC grade, which does *not* put grade points on your record.

If you reach this point, see me.

On Campus Proctor Schedule

Friday, 10/17	5:30 pm -- 8:30 pm	R-301 and R-302
Saturday, 10/18	9:00 am -- 2:30 pm	R-301 and R-302
Friday, 11/7	5:30 pm -- 8:30 pm	R-301 and R-302
Saturday, 11/8	9:00 am -- 2:30 pm	R-301 and R-302
Friday, 12/5	5:30 pm -- 8:30 pm	R-301 and R-302
Saturday, 12/6	9:00 am -- 2:30 pm	R-301 and R-302

Following are the assignments for this course. A total of 570 points can earned. In addition, at some point during this course I will post an optional bonus assignment for a total of 20 points which can help you make up for lost points.

All assignments will be submitted via Canvas, it is not necessary to purchase the code for the Wiley website.

A good (free!) resource for this class is www.accountingcoach.com

Weeks	Study Topics	Assignments/Quizzes	Due Date	Points
(1) Sept 22 – 28	Chapter 9 Plant Assets, Natural Resources, Intangible Assets	Post your Introduction	9/28	5
(2) Sept 29 – Oct 5		Course Review Quiz	9/28	10
		ACCT201 Review Project	10/5	10
		Pick and submit your Company	9/28	5
		Ch. 9 Homework	10/5	5
		Ch. 9 Quiz	10/5	<u>5</u>
		Total Points		<u>40</u>
(3) Oct 6 – 12	Chapter 10 Liabilities	Ch. 10 Reading Assessment	10/12	5
(4) Oct 13 – 19		Ch. 10 Discussions – Initial Post	10/12	10
		Ch. 10 Discussions – Responses	10/19	5
		Ch. 10 Quiz	10/19	5
		Ch. 10 Homework	10/19	5
		Ch. 9 & 10 Practice Exam	10/19	5
		EXAM 1 – Proctored on Campus	10/17 or 10/18	<u>100</u> <u>135</u>
	Total Points			
(5) Oct 20 – 26	Chapter 11 Corporations: Organizations, Stock Transactions, Dividends and Retained Earnings	Ch. 11 Reading Assessment	10/26	5
(6) Oct 27 – Nov 2		Ch. 11 Discussion – Initial Post	10/26	10
		Ch. 11 Discussion - Responses	11/2	5
		Ch. 11 Homework	11/2	5
		Ch. 11 Quiz	11/2	<u>5</u>
		Total Points		<u>30</u>
(7) Nov 3 - 9	Chapter 12 Investments	Ch. 12 Reading Assessment	11/9	5
		Ch. 12 Discussions – Initial Post	11/9	10
		Ch. 12 Discussions – Responses	11/9	5
		Ch. 12 Quiz	11/9	5
		Ch. 12 Homework	11/9	5
		Ch. 11 & 12 Practice Exam	11/9	5
		EXAM 2 – Proctored on Campus	11/7 or 11/8	<u>100</u> <u>135</u>
(8) Nov 10 – 16	Chapter 13 Statement of Cash Flows	Ch. 13 Reading Assessment	11/16	5
		Ch. 13 Discussion – Initial Post	11/16	10
		Ch. 13 Discussion - Responses	11/16	5
		Ch. 13 Homework	11/16	5
		Ch. 13 Quiz	11/16	<u>5</u>
		Total Points		<u>30</u>
(9) Nov 17 – 23	Chapter 14 Financial Statement Analysis	Ch. 14 Reading Assessment	11/23	5
(10) Nov 24 - 30		Ch. 14 Discussions – Initial Post	11/23	10
		Ch. 14 Discussions – Responses	11/30	5
		Ch. 14 Quiz	11/30	5
		Ch. 14 Homework	11/30	5
		Ch. 13 & 14 Practice Exam	11/30	5
	EXAM 3 – Online		<u>50</u> <u>85</u>	
(11) Dec 1 – 7	Appendix C Time Value of Money	Appendix C Homework	12/7	5
		Practice Final Exam	12/7	10
		Final Exam – Proctored on Campus	12/5 or 12/6	<u>100</u> <u>115</u>
		Total Points		