





ACCT& 201 Online – Leslie Lum
SUMMER 2013 Course Syllabus
Some links do not work unless you are in course website

Schedule Summer 2013



Welcome to the summer session of Accounting 201. It looks like we'll have a small group and that will make it all the better because it is only six weeks to the final. I am excited to get to know you all. If you want to find out more about me, read this [About me Online2013.pdf](#) 

1. **READ this syllabus carefully and keep it handy throughout the course.** [Acct201syllabusSu13Lum.pdf](#) 
2. Download these power point because they contain important tips for exams. [PPT.zip](#) 
3. Please check [announcements](#) every time you come to the course website or make sure announcements are sent to where you will read them on a timely basis.
4. **Textbook: Weygandt, Kimmel and Kieso , Financial Accounting 7th edition. The best way to get the book is to rent it from the Bellevue College bookstore because this is the only way I can give you an access code.**
5. Instructions for Canvas <https://bc.instructure.com/courses/411354>
6. All assignments (except solutions) and homework are available from the beginning of the quarter. Start the work EARLY.
7. **The getting started assignment must be completed on the course site and on Wiley Plus by midnight Jun 25. Message me as soon as possible with a copy of your textbook rental receipt to get an access code for Wiley Plus. I will be on chat from 7:30 to 9:30 pm Jun 25 to meet you and answer any questions.** [Get to know this course quiz](#) and [Getting Started Assignment](#)


How the course works:

	Sunday	Monday	Tuesday	Thursday	Friday	Saturday
Typical Week	Chapter Quizzes open Friday 8 am to <u>Sunday</u> midnight. These quizzes test your comprehension after you have studied the chapter. Do them under test conditions. You get TWO tries. Chapter Questions open	Reading Questions Quizzes open Sunday 8 am to <u>Monday</u> midnight Chapter Questions should be answered as you read the chapter for the first time. All chapter questions for the quarter are contained in this document. Chapter_Questions_Su13.docx Discussion Forums Respond to others. Closed at <u>Monday</u> midnight	Video Videos are similar to class sessions in that they highlight and clarify the key concepts. The complete set of power point is here. PPT.zip  Links to	Homework Due midnight of <u>Thursday</u> in Wiley Plus For a video on how to complete assignments: All homework is open from the beginning of the quarter.	Discussion Forums First post due. Chapter Quizzes open	

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			videos are here   and on syllabus.			
Exam Week		Comprehensive Problem	Practice Exam due	Practice Exams, Corrections Review Sheets	Proctored Exams on campus Sign up under People. Click on View User Groups. Friday Session of exam on campus	Two Saturday Sessions of exam on campus Students who live <u>outside</u> of commuting distance to the college may request a qualified testing center at their own cost. Please contact me by email. Proctor Request Form.pdf

SCHEDULE

	Sunday	Monday	Tuesday	Thursday	Friday	Saturday
		Jun 24 Introduction  and Company Selection	Jul 25 Getting started assignment and quiz due First week checkin	Jul 26 Wiley Plus Choose 100 points from the homework list in syllabus: Chapter 1 homework	Jul 27 Discussion Forums Chapter 1 and 2 – Why financial statements are important Chapter 2 Balance sheet and the accounting equation Post your work.	
	Jun 30 Chapter 1 Quiz due	Jul 1` Chapter 1 and Chapter 2 Question due		Jul 4 Wiley Plus HW Complete 100	Jul 5 Discussion Forums Chapter	

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		<p>Discussion forums Respond to others Chapter 1 and 2 – Why financial statements are important</p> <p>Chapter 2 Balance sheet and the accounting equation</p>		<p>points for each chapter. See homework list in syllabus. Chapter 2 Homework Chapter 3 Homework</p>	<p>3Deferrals and Accruals Chapter 4Shareholder's Equity</p> <p>Post your work.</p> <p>Second Week Checkin completed</p>	
	<p>Jul 7 Chapter 2 ANDChapter 3 Quizzes due.</p>	<p>Jul 8 Chap 1-4 Comprehensive exercise CP 4-1 pp 196-197</p> <p>Discussion Forums Chapter 3 Deferrals and Accruals Chapter 4 Shareholder's Equity Respond to others.</p>	<p>Jul 9 Practice Exam 1</p>	<p>Jul 11 Corrections Exam 1 Review Sheet</p> <p>Chapter 4 Homework</p>	<p>Jul 12 Proctored Exam 1 on campus Session 1</p>	<p>Jul 13 Proctored Exam 1 on campus Sessions 2 and 3</p>
	<p>Jul 14 Chap 4 Quiz due</p>	<p>Jul 15 Chapter 5 andChapter 6 Questions</p>	<p>Jul 16 Complete personal review of exam</p>	<p>Jul 18 Chapter 5 Homework Chapter 6 Homework</p>	<p>Jul 19 Chapter 5 Profit Margin or Vertical Analysis Chapter 6 Inventory turnover Post your work</p>	
	<p>Jul 21 Chapter 5 andChapter 6 Quiz</p>	<p>Jul 22 Chapter 8 andChapter 7 Questions</p> <p>Chapter 5 Profit Margin or Vertical Analysis Chapter 6 Inventory turnover Respond to others.</p>	<p>Jul 23 Practice Exam 2 due Practice Exam 2</p>	<p>Jul 25 Practice Exam 2: Solutions and your Corrections</p> <p>Exam 2 Review Sheet Exam 2 Review Sheet</p>	<p>Jul 26 Proctored Exam 2 Session 1</p>	<p>Jul 27 Exam 2 Session 2 and 3</p>

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	Sunday	Monday	Tuesday	Thursday	Friday	Saturday
	Jul 29 Complete Chapter 8 and Chapter 7 Quizzes	Jul 30 Recommended Chapter 8 Homework Actual Due Aug 1	Jul 31 Practice Final Recommended Chapter 7 Homework Actual Due Aug 1	Aug 1 Practice Final Corrections Final Exam Review Sheet	Aug 2 Final Session 1	Aug 3 Final Session 2 and 3 Chapter 7 Fraud and Internal Control Chapter 8 Receivables Turnover Post your work. Respond by Aug 5.

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Course requirements	110 to 150 hours for the course	
	Three exams (20%, 20%, and 25%) Note exams are difficult and students average 70-75% across all classes and instructors.	65%
	Eight Chapter quizzes (20 multiple choice questions each) in Assessments	10%
	3 practice exams and corrections and 3 review sheets in Assignments	5%
	Eight chapter questions in Assessments	5%
	Eight Homework Assignments to Wiley Plus http://edugen.wileyplus.com/edugen/class/cls339764/	8%
	Eight chapter discussion forums	7%
	TOTAL	100%

Chapter Questions:

- Chapter Questions are under Quiz and open from Sunday 8 am to Monday midnight.
- You have 30 minutes to complete the questions once you start.
- All Chapter Questions are available at the beginning of the quarter**, HOWEVER additional questions (not given at the beginning of the quarter) covering the subject matter will be asked from time to time. Prepare them ahead of time.
- Do not copy and paste from other sources. Write the answers out in your own words.
- Keep a version of the chapter questions to study from.

Chapter homework:

- Each chapter homework is due Thursday midnight in the Wiley Plus site.
- All homework is open from the beginning of the quarter so you can complete any chapter at any time BEFORE the due date. **START HOMEWORK EARLY!**

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3. There are two forms of homework questions. The first type will be exactly as presented in the textbook.
Homework with the A preceding the questions are algorithmic questions which change the numbers in the questions each time you access the question. Generally textbook questions are 10 points each while algorithmic questions are 20 points to exercises and 30 points for problems. You are required to complete some algorithmic questions in order to get full points for each chapter. You may complete any combination to come up with the full points.
4. The answer to the homework is available to you after the due date.

HOMEWORK	For full points per chapter	Additional for homework points only	Choose at least 100 points for each chapter from the following. The more homework you do, the better you will learn the material. Problems are the most difficult.
Chapter 1	100	169	Exercises E1-14, E1-16, E1-17 (10 points each) AE1-14, AE1-16, E1-17 (20 points each) Problems P1-1A, P1-3A, (10 points each) P1-5A (30 points) A P1-1A, A P1-3A, AP1-5A (30 points each)
Chapter 2	100	150	Problems P2-3A, P2-4A, P2-5A (10 points each) AP2-3A, AP2-4A, AP2-5A (30 points each) Exercises E2-11, E2-14, E2-15 (10 points each) AE2-11, AE2-14, AE2-15 (20 points each)
Chapter 3	100	162	Exercise E3-13, E3-14, E3-15, E3-16 (10 points each) AE3-13, AE3-14, AE3-15 (20 points each) Problems P3-3A, P3-5A, P3-6A (10 points each) AP3-3A, AP3-5A, AP3-6A (30 points each)
Chapter 4	100	212	Problems P4-3A, P4-4A, P4-5A (10 points each) AP4-3, AP4-4, AP4-5 (30 points each) Exercises E4-8, E4-9, E4-11, E4-17 (10 points each) AE4-8, AE4-9, AE4-11, AE4-17 (20 points each)
Chapter 5	100	482	Exercises E5-5, E5-8, E5-9, E5-16, E5-17, E5-18, E5-19 (5 points each) AE5-5, AE5-8, AE5-9, AE5-16, AE5-17, AE5-18, AE5-19 (20 points each) Problems P5-2A, P5-3A, P5-4A, P5-5A, P5-6A, P5-7A (10 points each) AP5-2A, AP5-3A, A P5-4A, AP5-5A, AP5-6A, AP5-7A (30 points each)
Chapter 6	100	482	Exercises E6-5, E6-6, E6-7, E6-16 (10 points each) AE6-5, AE6-6, AE6-7, AE6-16 (20 points each) Problems P6-2A, P6-4A, P6-6A, P6-8A (10 points each) AP6-2A, AP6-4A, AP6-6A, AP6-8A (30 points each)
Chapter 7	100	215	Exercises E7-5, E7-8, E7-9, E7-11 (10 points each) AE7-5, AE7-8, AE7-9, AE7-11 (20 points each) Problems P7-2A, P7-4A, P7-5A (10 points each) A P7-2A, AP7-4A, AP7-5A (30 points each)
Chapter 8	100	233	Exercises E8-3, E8-4, E8-6, E8-8, E8-12 (10 points each) AE8-3, AE8-4, AE8-6, AE8-8, AE8-12 (20 points each) Problems P8-3A, P8-4A, P8-5A, P8-6A (10 points each) AP8-3A, AP8-4A, AP8-5A, AP8-6A (30 points each)
TOTAL	800		

Although the Wiley Plus system takes a little getting used to, it provides a valuable resource to many students. Missing individual homework will not hurt you (each homework counts for only 1%) and there is ample opportunity to make up your homework points by doing extra problems in other chapters. However, if you miss a lot of homework, your grade will suffer, mainly because you won't have enough practice to understand the material.

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Do your homework before you post using pencil and paper. Homework is the single most important thing you can do to ensure that you understand the material. Then you will have the homework to study for exams. Once you have done the homework then post to the Wiley Plus website.

The assigned exercises and problems are the points that are the total used to calculate your points. You may try extra work for extra credit. The extra points will only apply to the homework portion of your grade. *Homework points are logged on Wiley Plus and are moved over to the course website grade book at the end of the quarter as you have many opportunities to make up points.*

Chapter Quizzes

1. Chapter Quizzes are open from Friday 8 am to Sunday midnight.
2. They are 20 multiple choice questions that must be completed in 30 minutes. You are on the honor system to do them closed book and closed notes.
3. They may be taken twice and the highest score is logged. This accommodates for any technology glitches
4. Missing individual quizzes will not impact your grade greatly as they are only 1.25% of your total grade.

Chapter discussion forums

1. Each student must select a company to analyze.
2. In each discussion forum you must post requested information and perform an analysis of your company by **Friday**.
3. Then post a comparison against two other posts by other students by **Monday**.
4. In order to get credit for the discussions, you must post substantive comments and educate your classmates.

Practice exams and solutions

1. Practice exams are due the week before an exam.
2. You are expected to complete the exam in test conditions, scan or photograph it so it is legible and submit it in the assignment.
3. When the solutions are posted, you must correct your exam and explain what you did wrong and scan or photograph it so it is legible and submit it in the assignment.

Exam review sheets

1. Exam review sheets provide a summary of all the transactions studied.
2. They are available at the beginning of the quarter and due the day before exams start.
3. Use them for reading and studying.

Exams

1. There will be **THREE PROCTORED EXAMS** given at BC main campus at the scheduled times.
2. If you are unable to make the scheduled times, you have to arrange your testing at an eligible testing center at your own cost. You must provide a stamped envelope with the instructor's address to the testing center.
3. Exam 1 covers Ch 1 through Ch 2 and Ch 3.
4. Exam 2 covers Chapter 1 to 5 with emphasis on Chapters 3 to 5.
5. The final is comprehensive Chapter 1 through 8 and is created by a group of instructors.
6. Exams are closed book and a 3 by 5 inch card is allowed.
7. Three different time slots will be offered for each proctored exam, please check the sign-up under People. Make sure you SIGN-UP with ONE slot as soon as you can.
8. **No make-up exams are allowed**, however, alternative exams may be scheduled on campus during regular hours ahead of the scheduled time with at least 72 hours prior notice.

Videos

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Please note that videos do not focus on material that you can get reading the book. It is important that you read the chapter and complete the chapter questions before viewing the videos. Chapter questions focus on concepts and transactions that you have to understand. The **videos focus on tips and techniques to complete the transactions**. They are short and quick, therefore you may have to view them more than once to grasp the skill sets. Students find that it is helpful to review videos before exams.

Chapter 1

[Chap 1 Financial Statements Part 1 Balance Sheet](#) (10 minutes 55 sec)

http://personal.bellevuecollege.edu/llum/A201_Videos2012/A201_Ch_1_FS_1/A201_Ch_1_FS_1.html

Explanation of why financial statements are important. Using Costco, a merchandising firm or retailer as an example, this video explains how business models and processes relate to a company's success. It describes the components of the balance sheet (assets, liabilities and equity) and shareholder's equity.

[Chap 1 Financial Statements Part 2 Income Statement and others](#) (9 minutes)

http://personal.bellevuecollege.edu/llum/A201_Videos2012/A201_Ch_1FS2/A201_Ch_1FS2.html

Explanation of income statement, statement of shareholder's equity (retained earnings particularly) and cash flow statement. Description of how financial statements fit with each other. Brief overview of GAAP.

[Chap 1 Accounting Equation Part 1](#) (9 minutes)

http://personal.bellevuecollege.edu/llum/A201_Videos2012/A201_Ch_1AE1/A201_Ch_1AE1.html

Using Jeff Bezos and Amazon as an example, we go through several different types of accounting transactions to demonstrate how the accounting equation is used.

[Chap 1 Accounting Equation Part 2](#) (6 minutes)

http://personal.bellevuecollege.edu/llum/A201_Videos2012/Ch_1_AE2/Ch_1_AE2.html

Using Jeff Bezos and Amazon as an example, we go through several different types of accounting transactions to demonstrate how the accounting equation is used.

Chapter 2

[Chap 2 Debits Credits Normal Balance](#) (6 minutes)

http://personal.bellevuecollege.edu/llum/A201_Videos2012/A201Ch_2_DCN/A201Ch_2_DCN.html

An introduction to the concepts of debits, credits, t-accounts and normal balances. Assets and expenses have debits as the normal balance (increase side). Liabilities, Equity and Revenues have credits as the normal balance (increase side).

[Chap 2 Journal Entries, T-Accounts and Trial Balances Part 1](#) (7 minutes)

http://personal.bellevuecollege.edu/llum/A201_Videos2012/A201Ch_2_JET1/A201Ch_2_JET1.html

The first four steps of the accounting cycle are to analyze, journalize, post to the account, and compile the trial balance. Using the same transactions from Jeff Bezos and Amazon, this video demonstrates how this is done.

[Chap 2 Journal Entries, T-Accounts and Trial Balances Part 2](#) (6 minutes)

http://personal.bellevuecollege.edu/llum/A201_Videos2012/A201Ch_2_JET2/A201Ch_2_JET2.html

The first four steps of the accounting cycle are to analyze, journalize, post to the account, and compile the trial balance. Using the same transactions from Jeff Bezos and Amazon, this video demonstrates how this is done.

Chapter 3

[Chap 3 Deferrals, accruals and adjustments Part 1](#) (11 minutes)

http://personal.bellevuecollege.edu/llum/A201_Videos2012/A201_Ch_3_DAA1/A201_Ch_3_DAA1.html

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The next two steps of the accounting cycle to make adjusting entries and compile the adjusted trial balance. This video provides descriptions of deferrals, accruals and adjustments and how they relate to GAAP. Changing some of the transactions from the Jeff Bezos and Amazon story, deferrals and accruals are demonstrated.

[Chap 3 Deferrals, accruals and adjustments Part 2](#) (10 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_3DAA2/A201_Ch_3DAA2.html

The next two steps of the accounting cycle to make adjusting entries and compile the adjusted trial balance. This video provides descriptions of deferrals, accruals and adjustments and how they relate to GAAP. Changing some of the transactions from the Jeff Bezos and Amazon story, adjustments are demonstrated.

Chapter 4

[Chap 4 Closing](#) (10 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_4Closing/A201_Ch_4Closing.html

The last three steps in the accounting cycle are covered here. The income statement is prepared. Then net income is brought to the retained earnings statement along with dividends. Then the balance sheet is compiled. In closing, use is made of the income summary account which is brought to retained earnings along with dividends. The post-closing trial balance is carried over to the next period.

[Chap 4 Classified Balance Sheet](#) (8 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_4CBS/A201_Ch_4CBS.html

In the classified balance sheet current assets (used within one year or operating cycle) are group together and totaled. Next comes long-term investments not used for operations. Then long term assets used for operations. Intangible assets is a new category which are assets without physical substance. Liabilities are also broken out to current liabilities and long term liabilities. Equity is subtotaled separately. Then total liabilities and equity are totaled. The classified balance sheet allows analyst to do ratios to evaluate liquidity and solvency.

[Chap 4 Financial Ratios](#) (10 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_4FinRat/A201_Ch_4FinRat.html

The financial ratios covered are growth (year-to-year revenues and net income), profitability (gross margin, net margin), liquidity (current ratio, quick ratio, working capital), inventory turnover, receivables turnover and debt to asset. Financial ratios allow analysts to compare companies to other companies.

Chapter 5

[Chap 5 Perpetual Merchandise Accounting Part 1](#) (9 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_5Ppt1/A201_Ch_5Ppt1.html

Describes how to categorize, journalize and post transactions for businesses that use perpetual inventory. This video covers a general description and customer side transactions.

[Chap 5 Perpetual Merchandise Accounting Part 2](#) (8 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_5Ppt2/A201_Ch_5Ppt2.html

Describes how to categorize, journalize and post transactions for businesses that use perpetual inventory. This video covers vendor side and discount transactions.

[Chap 5 Periodic Merchandise Inventory Accounting Part 1](#) (8 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_5Prd1/A201_Ch_5Prd1.html

Describes how to categorize, journalize and post transactions for businesses that use periodic inventory. Describes the purchase, purchase returns and allowance, purchase discount and freight in accounts. This video covers a general description and customer side transactions.

[Chap 5 Periodic Merchandise Inventory Accounting Part 2](#) (6 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_5Prd2/A201_Ch_5Prd2.html

Describes how to categorize, journalize and post transactions for businesses that use periodic inventory. Describes the purchase, purchase returns and allowance, purchase discount and freight in accounts. This video covers vendor side and discount transactions.

[Chap 5 Multiple Step Income Statement](#) (5 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_5MIS/A201_Ch_5MIS.html

Describes how net sales (gross sales less sales returns and allowances/sales discounts), gross profit (net sales less cost of goods sold), operating profit (gross profit less operating expenses) and net income or profit is determined.

Chapter 6

[Chap 6 Inventory cost flow](#) (7 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_6Inv/A201_Ch_6Inv.html

Describes how to do FIFO, LIFO and average cost flow in periodic inventory.

Chapter 7

[Chap 7 Cash Reconciliation](#) (5 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_Ch_7Cash/A201_Ch_7Cash.html

Describes how to reconcile cash in bank and book (company) balances.

Chapter 8

[Chap 8 Accounts Receivables and Allowance for Doubtful Accounts](#) (8 minutes)

http://personal.bellevuecollege.edu/lum/A201_Videos2012/A201_ch_8AR/A201_ch_8AR.html

Describes how to account for the net realizable value of accounts receivable using allowance for doubtful accounts. Also, goes briefly through some transactions covered in Chapter 8.

Contact

The best way to reach me is through the online course website email **as I will not be on campus during the summer quarter**. I will respond within 48 hours. If you

do not hear from me, email again or call as often technology glitches happen.

Office Phone: 425-564-4063

Office Fax: 425-564-6139

Email: llum@bellevuecollege.edu

A grade of C or better for English 101 and Math 138 is required for this course.

Prerequisite

Grading

93 - 100%	A	4
90 - 92	A-	3.7
86 - 89	B+	3.3
83 - 85	B	3.0
80 - 82	B-	2.7
76 - 79	C+	2.3
73 - 75	C	2.0
70 - 72	C-	1.7

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66 - 69	D+	1.3
60 - 65	D	1.0
Below 60	F	0

A pass grade will not be given unless all requirements of the course are completed.

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**Company
Analysis**

Each student will be required to select a company from the following list. You will be performing analysis on the 10Ks of your company throughout the quarter and posting your work and analysis to the appropriate discussion forums.

These company analysis will help you understand how financial statements are used to evaluate companies.

AEROSPACE

Lockheed Martin

General Dynamics

Northrop Grumman

CONSUMER STAPLES

Proctor and Gamble

Colgate

Kimberly Clark

DRUG

Johnson and Johnson

Bristol Myers

Pfizer

Eli Lilly

**Mandatory
expected time**

The Business Transfer Program prepares students for careers in business. All the courses in the program are second-year courses that are rigorous and have many requirements

For online classes, **students are required to spend a total of 10 to 15 hours per.** An online class does not reduce any course requirements. Instead, it only offers you the flexibility of creating your own learning schedule. Make sure you manage your time well.

**Standard of
Behavior**

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. If posting are deemed inappropriate or detrimental to the learning environment, they will be removed from the discussion forum. The student will be informed and expected to comply with requests for change and improvement.

Student Code

Cheating includes, but is not limited to, copying answers on exams, glancing at nearby exams, turning in assignments or papers that have been used in other classes, and giving or receiving help during an exam. Cheating includes, but is not limited to, purchasing or selling notes, assignments or examination materials. Having a cell phone in view for any reason during an exam will result in a zero in the exam.

Stealing includes, but is not limited to, taking the text, notes, exams, library books or other personal property of others without their permission.

Plagiarism is presenting the words, ideas, and/or work of others as if it is an individual's own work. It includes, but is not limited to, using other's papers as one's own and including parts of published works without giving credit where credit is due.

If you choose to cheat, steal or plagiarize, or if you assist anyone in cheating, the following actions will be taken:

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You will receive zero on the assignment or assessment.

A report of the incident will be forwarded to the Dean of Student Services. He/she may file the report in your permanent record and/or take further disciplinary action.

If you feel you have been unfairly accused of any of the above, you may appeal. For a description of due process, see WAC 132H-120, available in the Dean's office.

“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

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Affirmation of Inclusion

Bellevue 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.

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

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.

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.

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

CPA Requirements

For students interested in pursuing the Certified Public Accountant designation, check out the following website for educational requirements:

http://www.nasba.org/files/2011/02/Info_ForApplicants_Washington.pdf

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	Chapter Objectives
CHAPTER 1	<ol style="list-style-type: none"> 1. Describe the users of accounting information and the two basic types of accounting. Explain how financial accounting standards are determined and roles of the regulatory bodies. Explain the objective, assumptions, and qualities of financial reporting. 4. Identify the parts of the balance sheet, define, and describe their characteristics. 5. Identify the parts of the income statement, define, and describe their characteristics. 6. Identify the parts of the changes in statement of shareholders' equity, define, and describe their characteristics. 7. Identify the parts of the statement of cash flows, define, and describe their characteristics. 8. Explain the purpose of the notes to the financial statements. 9. Analyze business transactions using the accounting equation and prepare the four basic financial statements.
CHAPTER 2	<ol style="list-style-type: none"> 1. Complete journal entries with full documentation. 2. Explain the general ledger system and use debits and credits to record balance sheet transactions. 3. Use debits and credits to record income statement transactions. 4. Explain the first four steps in the accounting cycle and the purpose of each step. 1. Analyze business transaction. 2. Record the transactions in the journal. This provides a chronological listing of the transactions. 3. Post the journal entries to the general ledger. This reorganizes the transaction data by account. 4. Prepare an unadjusted trial balance to prove the equality of the debits and credits in the ledger. 5. Post journal entries to the general ledger and prepare a trial balance.
CHAPTER 3	<ol style="list-style-type: none"> 1. Define accrual accounting and explain how income is measured. 2. Explain accruals and deferrals and how they affect the financial statements. 3. Complete the next 2 steps of the accounting cycle: 5. Journalize and post the adjusting entries (prepayments and accruals) 6. Prepared adjusted trial balance
CHAPTER 4	<ol style="list-style-type: none"> 1. Complete the last 3 steps in the accounting cycle: 7. Prepare financial statements 8. Journalize and post closing entries 9. Prepare post closing trial balance. 2. Sort accounts into a classified balance sheet. 3. Make adjusting entries and prepare the four financial statements. 4. Explain closing the books, and why it is done.
CHAPTER 5	<ol style="list-style-type: none"> 1. Describe the difference between service and merchandising firms. 2. Explain how merchandise is acquired and perform the related accounting including accounting for purchase returns, discounts and allowances. 3. Explain how sales are made and perform the related record keeping including accounting for sales returns, discounts and allowances. 4. Explain the differences between a periodic and perpetual inventory system. 5. Explain, categorize and calculate gross profit, gross profit rate, operating expenses, income from operations, other revenues and gains, other expenses and losses, net income and net profit ratio. 6. Explain the difference between and compile a single-step income statement and a multiple-step income statement from the elements.
CHAPTER 6	<ol style="list-style-type: none"> 1. Explain and apply the four cost flow assumptions (specific, average, FIFO, LIFO) for valuing inventory and cost of goods sold including analysis of purchases, freight, purchase return, cost of goods available for sale, beginning and ending inventory. 2. Explain and analyze the effects of the inventory cost flow assumptions on the financial statements. 3. Explain and apply appropriately the lower-cost-market rule for valuing inventory. 4. Calculate and evaluate a firm's inventory management using the inventory turnover ratio and days inventory.
CHAPTER 8	<ol style="list-style-type: none"> 1. Explain and apply the (1) percent of sales and (2) accounts receivable methods for determining the allowance for doubtful accounts. 2. Explain and calculate net realizable value 3. Calculate bad debt expense and explain how a firm evaluates, adjusts, and reports accounts receivable and allowances for uncollectible and its relationship to the matching principle. 4. Describe how a firm records and reports credit card sales. 5. Calculate and properly account for interest expense. 6. Account for and report Notes Receivable when recognized, valued (net realizable value), honored, dishonored, or sold. 7. Compute receivables turnover and days receivable (average collection period).
CHAPTER 7	<ol style="list-style-type: none"> 1. Identify the six principles of internal control: establishment of responsibility, segregation of duties, documentation procedures, physical controls, independent internal verification, human resource control. 2. Identify cash receipt controls. 3. Reconcile the bank account. 4. Explain how a firm controls cash and complete a case analysis. 5. Explain and prepare a bank reconciliation.