

ACCT 202
FUNDAMENTALS OF FINANCIAL ACCOUNTING
Winter 2014

INSTRUCTOR	Jennifer Bor, CPA, CIA
OFFICE	C207
OFFICE PHONE	425-564-2704
OFFICE HOURS	Monday 10:30 – 12:30 PM and by appt (virtual through chat or video via Canvas Conference) - Office Hours are held on campus and virtually simultaneously
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PREREQUISITES

Acct 201 with C- or better. College level reading, writing, and basic math (through fractions and percents). It is ABSOLUTELY CRUCIAL that you have a solid understanding of 201 material in order to be successful in 202!

Strongly Desired: Working knowledge of Excel, Word or equivalent, and PowerPoint or equivalent. Strong Algebra skills.

COURSE OBJECTIVES

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 as well as:

Describe the impact of basic investing and financing transactions on a business's financial position

1. Employ double-entry bookkeeping to record and report on basic business investing and financing transactions in an accounting system
2. Construct a report of a business's cash flows
3. Critically analyze a business's financial position, cash flows, and operational results
4. Employ time value of money theory in the analysis of long-term financial transactions
5. Demonstrate business communications skills through a variety of assessments such as team assignments, oral presentations, and written documents

REQUIRED MATERIALS

Textbook: Financial Accounting, Weygandt, Kimmel, Keiso, 7th Edition (Wiley, 2010)

Software: Access to MSFT Excel, Word, and PowerPoint or suitable equivalents

Internet: Access to Wiley Plus for homework and Canvas for access to class materials

Email Communication: with instructors must be done through student email accounts only or Canvas (Canvas is best). Instructors cannot communicate with students about their course work or grades through student's personal email accounts.

HELPING YOU SUCCEED: a few things to help ensure your success that may seem obvious but I'm going to say anyway

- READ the chapter before starting the lectures
- READ the lecture notes (powerpoints) while WATCHING the lectures
- DO the homework and more practice problems. Hopefully from Acct 201 you learned the more you do the better.
- KEEP TRACK of the course schedule and KEEP UP - that last thing you want is to lose points for something silly like missing a due date or turning in an assignment.

WORKLOAD For online classes, students are required to spend at least 50 hours on the course website and a total of 10 to 15 hours per week on the entire course. 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. Assigned due dates for material is specifically chosen to help guide your studying and keep you on track.

HOMEWORK ASSIGNMENTS There are homework assignments for each chapter that are to be done on WileyPlus. In WileyPlus you may do as many problems as you would like for practice but only the problems assigned on the course schedule will be graded. Much of what you learn in this course is cumulative and if you fall behind it is very difficult to catch up. Whatever you do, don't fall behind.

EXAMS A total of three exams will be given, 2 midterms and a final based on lectures/text/other. Exam dates are included on the course schedule. Exams will primarily consist of a combination short answer, and/or workout problems. The score for any missed exam will be 0. After the exams are graded you are always welcome to come to my office and review them in more detail if you wish or schedule a video conference with me to go over your exam.

GRADING

The grading scale is as follows per Bellevue College guidelines:

Grades: % of points earned			
A (4.0) : 92-100%	A- (3.7) 90-91%	C (2.0) : 72-77%	C- (1.7) : 70-71%
B+ (3.3) : 88-89%	B (3.0) : 82-87%	D+ (1.3) : 68-69%	D (1.0) : 62-67%
B- (2.7) : 80-81%	C+ (2.3) : 78-79%	Below 62% is failing – F.	

Grades will be based on your performance on the following items: **-note** - assignment turned in after within 10 minutes of due date will be deducted 10%. Anything turned in after will not be accepted. *HINT - YOU CAN ALWAYS TURN YOUR ASSIGNMENTS IN EARLY.*

Class Breakdown and Descriptions	Description	Pts	% of Grade
"Introduce yourself and meet the class" assignment	Take the time to introduce yourself to me and your classmates. See Canvas "Misc Assignments" for details	5	1%
Midterm 1-Chapters 9-10 , proctored on-campus) Friday or Saturday	Exams are closed book, closed notes. THREE different time slots will be offered for each proctored exam, on Friday evening and 2 Saturday morning sessions, please check the Course Schedule Calendar for details. Make sure you SIGN-UP with ONE slot as soon as you can. No make-up exams are allowed, however, alternative exams may be scheduled on campus ahead of the scheduled time with at least 72 hours prior notice	100	18%
Midterm 2, Chapters 11-12 and Appendix C (proctored on-campus) Friday or Saturday	If you are unable to make the scheduled times, you have to arranged 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. Note: If you do not live in the local area (distance over 100 miles), you may fill out the "Off Campus Proctor Exam Request Form" (posted under Getting Started folder), and fax the form to 425-564-3108 Attn:Jennifer Bor or SCAN EMAIL it to me. Please note the last day to submit the form on Calendar. Once your request is approved, you may take the exams and final at your local area with an eligible testing center (fees may apply).	100	18%
Final-Comprehensive 9-14, Appendix C (proctored on-campus) Friday or Saturday		100	18%
201 Review - Cornelian Window Washing	Use the excel "answer book" file to type in answers. "Save as" the Cornelian Window Washing + your first initial{dot}lastname. (e.g. Corenelian Window Washing - J.Bor)	15	3%
Practice Final	Details to come - must be submitted online via Canvas	10	2%
Chapter Reading Assessments (6 x 5 points each)	Question sets provided in advance on in a Word Document on Canvas for pre-study. Actual Reading Assessments must be done within Canvas.	30	5%
Discussion Forum (6 x 2 points each) - the same night as the chapter quiz.	Must ask a question or respond to a question on the discussion forum for 6 of the chapters. You can participate in the group discussion anytime before the due date for each chapter.	12	2%
Homework (7 collected x 10 points each)	Allowed 3 attempts to arrive at correct answer on WileyPlus. Highly suggested that you work out the problem on paper first to get to a correct answer and to keep track of work. It's practice for taking your pen and paper exams	70	13%
Quizzes (6 x 15)	Chapter Quizzes are open from Friday 8 am to Monday midnight. They may be taken twice and the highest score is logged. This accommodates for any technology glitches. They are approximately questions multiple choice and must be completed in 1 hour. You are on the honor system to do them closed book and closed notes. Quizzes come from an extensive test bank and they will be different every time that you take it.	90	16%
Syllabus and "Getting Started" Quiz on date due	Quiz is available on Canvas under assignments and is multiple choice. 1 Attempt, 45 minutes. It is the only quiz that is open book/note.	5	1%
Instructor Conference (2 x 9 points each)	Must conference, come to my office hours in person or schedule a phone call with me twice during the quarter. Once PRIOR to the first exam and again after the first exam and BEFORE March 11th.	18	3%
Total		545	100%

Withdrawal from Class: College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

Hardship Withdrawal: Instructors may assign the grade of "HW" (hardship withdrawal) at their discretion in the event that a student cannot complete the coursework due to extreme and exceptional circumstances. Students may also contact the Enrollment Services office BEFORE grades are assigned in cases of hardship.

Failing and Incomplete Grades: If a student fails to complete all the required work for a course an instructor may assign the grade of Incomplete ("I"). The student must complete the coursework by the end of the next quarter, or receive the assigned letter grade (usually an "F"). Students who otherwise fail a course will receive a letter grade of "F."

Distribution of Grades: Grades will not be posted in the Social Science Division or in faculty offices, and secretaries will not give out grades. Students should access their grades through the BC Web site.

Policies Caveat: The instructor reserves the right to change any and all classroom policies as needed to meet instructional demands. Notification of changes will be made in the classroom and via the class website. Students are responsible for maintaining awareness of policies and changes.

Disability Resource Center (DRC): 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 us 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 our reception desk at 425.564.2498. Deaf students can reach us by video phone at 425-440-2025 or by TTY at 425-564-4110. Please visit our website for application information into our program and other helpful links at www.bellevuecollege.edu/drc

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 Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. <http://bellevuecollege.edu/about/goals/inclusion.asp>

Division Statements: By enrolling in this course you acknowledge that you are a part of a learning community in the Business Transfer Program 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.

Student Code: 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 Dean 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 Dean of Student Services and at [http://bellevuecollege.edu/policies/2/2050P_Student_Code_\(Procedures\).asp](http://bellevuecollege.edu/policies/2/2050P_Student_Code_(Procedures).asp)

If you are accused of cheating, stealing exams and/or plagiarism, there is a Bellevue College Student Discipline and Appeals Procedure (the right to due process) which you may pursue. Contact the office of Division Chair (D110), the Dean of Student Services (B231A) or the Associated Student Body (C212) for information regarding the appeals process.

- 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 also includes, but is not limited to, purchasing or selling notes, assignments or examination materials.
- Stealing includes, but is not limited to, taking the text, notes, exams, library books or other personal property of others without their permission. Stealing also includes, but is not limited to, taking an exam copy from the classroom without permission of the instructor.

- 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 others' papers as one's own, including parts of published works without giving credit where credit is due, and paraphrasing the work of others without proper citation.
- If you choose to cheat, steal or plagiarize, the following actions will be taken:
- You may receive a failing grade for the course or a failing grade for that assignment, depending upon the instructor's judgment.
- A report of the incident may 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.

Note: *This syllabus was constructed as a tentative plan for how the course will proceed. A number of conditions and circumstances may arise which can alter the topics, schedule, activities, materials, etc. The faculty member reserves the option to make any changes, as she deems necessary.*

Class Schedule (Tentative)			
Date	Day	Suggested Studying Schedule	Assignments Due
1/6	Monday	Welcome and Course Review	
1/7	Tuesday		Course Overview Quiz
1/8	Wednesday		
1/9	Thursday	Chapter 9: Plant Assets, Natural Resources and Intangible Assets and Course Review	
1/10	Friday	Chapter 9: Plant Assets, Natural Resources and Intangible Assets	Cornelian Window Washing
1/11	Saturday		
1/12	Sunday		
1/13	Monday		Introduce Yourself and Meet the Class Discussion Forum
1/14	Tuesday		Chapter 9 Reading assessment
1/15	Wednesday		
1/16	Thursday		
1/17	Friday	Chapter 9: Plant Assets, Natural Resources and Intangible Assets and have started Ch 10 reading	Chapter 9 HW
1/18	Saturday	Study for Chapter 9 Quiz and complete Ch 10 reading	
1/19	Sunday		
1/20	Monday	Holiday	Holiday
1/21	Tuesday	Chapter 10: Liabilities - Include Appendix on the Effective Interest Method on Amortizing Bond Premiums and Discounts	Chapter 9 Quiz and Discussion Forum Chapter 10 Reading Assessment
1/22	Wednesday		
1/23	Thursday		
1/24	Friday		Chapter 10 HW
1/25	Saturday		
1/26	Sunday		
1/27	Monday		Chapter 10 Quiz and Discussion Forum
1/28	Tuesday	Study for Midterm 1	
1/29	Wednesday		
1/30	Thursday		
1/31	Friday	Midterm Exam 1: Chapters 9-10	
2/1	Saturday	Midterm Exam 1: Chapters 9-10	
2/2	Sunday	Chapter 11: Corporations: Organization, Stock Transactions, Dividends, and Retained Earnings	
2/3	Monday		
2/4	Tuesday		Chapter 11 Reading Assessment
2/5	Wednesday		
2/6	Thursday	Holiday	Holiday
2/7	Friday	Finish Ch 11 HW, Study for CH 11 Quiz Study Chapter 12: Investments	Chapter 11 HW
2/8	Saturday		
2/9	Sunday		
2/10	Monday		Chapter 11 Quiz and Discussion Forum
2/11	Tuesday		Chapter 12 Reading Assessment
2/12	Wednesday		
2/13	Thursday		

2/14	Friday		Chapter 12 HW
2/15	Saturday		
2/16	Sunday		
2/17	Monday	Holiday	Holiday
2/18	Tuesday	Study for Ch 12 quiz and Study Appendix C and do assignments	Chapter 12 Quiz and Discussion Forum
2/19	Wednesday		
2/20	Thursday		
2/21	Friday		Appendix C HW
2/22	Saturday		
2/23	Sunday		
2/24	Monday	Study for Midterm 2	Appendix C Discussion Forum
2/25	Tuesday		
2/26	Wednesday		
2/27	Thursday		
2/28	Friday	Midterm Exam 2: Chapters 11-12 and Appendix C	
3/1	Saturday	Midterm Exam 2: Chapters 11-12 and Appendix C	
3/2	Sunday	Start reading Chapter 13: Statement of Cash Flows	
3/3	Monday		
3/4	Tuesday	Holiday	Holiday
3/5	Wednesday	Chapter 13: Statement of Cash Flows	Chapter 13 Reading Assessment
3/6	Thursday		
3/7	Friday		
3/8	Saturday		Chapter 13 HW
3/9	Sunday		
3/10	Monday	Study for Ch 13 quiz and start reading Ch 14	Ch 13 Quiz and Discussion Forum
3/11	Tuesday		Chapter 14 Reading Assessment
3/12	Wednesday	Chapter 14: Financial Statement Analysis and study for Quiz Start reviewing for Final	
3/13	Thursday		
3/14	Friday		Chapter 14 HW
3/15	Saturday		
3/16	Sunday		
3/17	Monday		Chapter 14 Quiz and Discussion Forum
3/18	Tuesday		
3/19	Wednesday	Study for Final	
3/20	Thursday		Practice Final Due
3/21	Friday	Comprehensive Final	
3/22	Saturday	Comprehensive Final	