

**ACCT& 202: Practical Accounting II**  
**Fall 2012**  
**Bellevue College – 5 credits**

Instructor: Colleen Keranen, CPA  
Office Hours: By appointment  
Email: Colleen.Keranen@BellevueCollege.edu

I monitor discussion and clear Canvas email at least twice per week. If you have a concept/homework question in this class that needs immediate attention, please use the discussion boards and post for the class. Normally another student will respond quickly. I strongly urge that you form smaller teams for study and communication. If you have a class/BC question please email me directly.

**Warning: When you sign up for an online class, it is with the understanding that you can use the Internet without assistance. Certain providers do not offer all of the tools that you need to take an online class. It is your responsibility to determine if your equipment will support your successful communication with the Vista site and your course instructor. If you need assistance using Vista, please attend one of the open sessions that are offered the first week of the quarter. Check the Student Support link for the places and dates.**

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

**Additional support web site:** <http://personal.bellevuecollege.edu/jpaquett/>

Thanks to Judith Paquette, department head, Bellevue College<sup>1</sup> for gracious information sharing and course design.

**Text:** Weygandt, Kimmel, Keiso Financial Accounting, 7th Edition (Wiley, 2010) (ISBN 978-0-470-47715-1). Note: available for rent at Bellevue College Bookstore

**Prerequisite:** Acctg& 201 with C- or better. College level reading, writing, and basic math (through fractions and percents). IT IS CRUCIAL THAT YOU HAVE A SOLID UNDERSTANDING OF ACCOUNTING& 201 IN ORDER TO BE SUCCESSFUL IN ACCT 202. Working knowledge of Excel and Word. Solid knowledge of algebra.

**Required:** This online course requires **COMPUTER ACCESS** to Bellevue College Blackboard Learning System, Microsoft Excel, and “the” Internet. Access to Microsoft Excel is required to complete the homework assignments. **50 hours minimum on course website**

**Mandatory Time Expectations: 50 hours minimum on course website is required.** 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

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<sup>1</sup> I want to credit Judith Paquette, Bellevue College, for the generous sharing of resource materials and class setup for ACCT 202.

requirements. 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.

**Exams:** There will be THREE PROCTORED EXAMS given at BC main campus. If you are unable to make the scheduled times, you must arrange your testing at an eligible testing center at your own cost. You must provide contact information for the testing center and coordinate the exchange of exam/answers.

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: Winnie Li. 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).

Exam 1 covers Ch 9 and Ch 10, Exam 2 covers Ch 11 and Ch12, and the final is comprehensive including Appendix C found at the back of the textbook. Exams are closed book, closed notes. TWO different time slots will be offered for each proctored exam, on Friday evening and Saturday morning - please check the Calendar under Course Tools 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**.

Practice exams will be posted before an exam weekend. You are expected to complete this exam in test-like conditions. Solutions will be posted very close to the exam, to encourage you to study on your own. To get credit for the practice exam, you must participate in the Discussion Forum (see instructions).

**Other Assessments:** There will be a reading assessment at the beginning of each chapter. Please check the schedule to see when the reading assessment is due. The reading assessment requires that you read the chapter and answer the questions that are already posted on the course content page. You must take the assessment within the designated times.

The answers to these questions must be in your own words. Do not copy verbatim from the textbook nor copy and paste from other sources. Prepare all your answers before you complete the assessment. Students have given feedback that these reading assignments help to understand the concepts.

You will be required to complete a 20-question multiple choice quiz for each chapter with a deadlines for each chapter. These quizzes are timed for 60 minutes. It is generally recommended that you take these quizzes as a way of assessing whether you understand the chapter. In the classroom setting, these quizzes are taken closed book and the scores on these quizzes highly correlate with the scores on the proctored exams. Although I cannot monitor how you complete these quizzes, it is recommended

that you take them by yourself and closed book. This means that you have studied the material and really understand it. You are allowed to take two quizzes per chapter during designated times. The best score will be logged. Remember, the quizzes come from an extensive test bank and they will be different each testing session. You must take the quiz within the designated times.

**Discussion forum and email feedback:** I will monitor email regularly. If you do not receive a reply within 48 hours, please resend your email.

**Homework:** Chapter homework assignments are due weekly and will be graded on a timely basis. Any delays will be announced on the course website. Students must use WileyPlus for homework (see homework instructions). WileyPlus is an online homework management system and allows for additional practice of non-assigned exercises.

**Group Discussion Forum :** You will be required to participate in Group Discussion Forums which are open for one week. You will be assigned a group by the end of the first week. Within this group, you must submit a brief exercise or exercise that is NOT assigned as homework and that has NOT been posted by another classmate. You must also audit one classmates' work. You must read ALL posts to get full points.

Comments should be thoughtful and provide good feedback, not just "ok", or "looks good." Each week, you will submit an exercise by Thursday (midnight) and check an exercise by Sunday (midnight). To get full credit, you must thoroughly participate in the forum

**Helping you succeed:** The Business Transfer Program encourages you to make use of our study center (The Business & Economic Study Center currently 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.

**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. 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 the public forums.

**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 (when on campus), 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 (when on campus or online) 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](http://bellevuecollege.edu/policies/2/2050_Student_Code.asp). Use of a cell phone during an assessment for ANY REASON is considered cheating.

Social Science policies can be viewed at <https://bellevuecollege.edu/socsci/policies.asp>

**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.

**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](http://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. The Business Division 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](mailto: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 or exams will be allowed.

An assignment received AFTER THE DEADLINE WILL BE CONSIDERED LATE AND LOSE 5 points! NO ASSIGNMENTS WILL BE ACCEPTED AFTER 1 WEEK DAY HAS PASSED. Hint: If you think you'll have trouble with this policy, turn in your assignments one day EARLY.

**Course Objectives:**

- 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.
- Discuss and account for debt financings and corporate stock transactions, and their valuation.
- Prepare and analyze a cash flow statement; Identify/apply the tools for evaluating a company's performance.
- Create an Excel spreadsheet of selected accounting information, including formatting, calculating, and labeling of financial data.
- Improve "test for understanding" skills with the instructor, to assure he/she is on track.
- 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:

***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, and cash flow. We have no time to take a break or revisit material – it is VERY HARD to catch up if you slack off. Having said that, please contact me EARLY if you need extra help.***

**Background.** Colleen Keranen, CPA (Certified Public Accountant, BBA (University of Portland, Portland OR)--major: Accounting, minor: Philosophy. Over 30 years of accounting and industry experience, including banking (US Bancorp, Seattle Mortgage Company), retail (Riverside Ford Inc.), general ledger systems (ADP dealer division, ROADS), utilities (Waste Management), farming (Grigg Farms, Triad farm division), non-profits (Akers church users-group, Special Olympics), inventory & parts systems (Western Star Trucks, Evergone Trucking Inc.), computer training seminars (Compulife) and numerous other consulting clients. I've been an Accounting instructor since 2003

and have taught at Bellevue College, Everett Community College, Shoreline Community College, Edmonds Community College and Green River Community College. I am a member of the American Institute of Certified Public Accountants and the Institute of Management Accountants. I've been a member of Toastmasters since 2001.

**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, 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.

**Criteria/Grading/Requirements:** The grade will be a numeric grade per BCC guidelines.

<b>Course Requirements: 50 hours minimum on course website!!</b>	
	Points
Three proctored exams taken <b>on campus</b>	300
<b>Quizzes: Course Overview Quiz. Also Six Chapter Quizzes</b> (20 multiple choice questions each) in Assessments. These may be taken twice per chapter but each exam will be different. Note: one chapter is at the end of the textbook, Appendix C.	70
<b>Discussion Forums : Introduction.</b> –read all postings and reply to at least five for full credit.	5
Six chapter <b>Reading Assessment</b> -- <b>Question Sets</b> provided in advance in Learning Module Handouts	60
Seven <b>Homework</b> Assignments	35
<b>Group Discussion Forums : Chapter Discussions</b> on chapter exercises– solutions and calculations will be required for your brief exercise and will be checked by you and your classmates- three entries per week	35
Three <b>Practice Exams – discussion Forums</b>	15
<b>Mini Projects: (Accounting 201 review or Retirement Lab plus Essay)</b>	20

<b>Mini Project: Financial Statement/10k Research Lab and analysis</b>	45
<b>TOTAL (Final results may be adjusted based on results in proctored exams)</b>	Around 585

<b>Grading Scale</b>	
A	92-100%
A-	90-91%
B+	87-90%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	65-69%
D	62-64%
F	Below 62%

**Additional Resources:**

- BC Academic Tutoring: (425) 564-2468
- BC Academic Success Center (425) 564-2200
- BC Student Services Center: (425) 564-2222

**\*\*\* Join the Business Division Listserv! To subscribe, send a message to [lyris@list.bcc.ctc.edu](mailto:lyris@list.bcc.ctc.edu). In the body of your e-mail message, write SUBSCRIBE bccbusiness listserv.**

**Student Commitment:** Once you have registered for this course, the instructor is required by the college to give you a grade. If for some reason, you cannot complete the course, please officially withdraw. This is your personal responsibility. Students who do not officially withdraw by the date listed in the course schedule will have their grades calculated on the number of points earned by the end of the quarter. No extension of time or incomplete contracts will be allowed in this class.

**Withdrawals and Audit Status:** Check the timeline in your class schedule for the rules on withdrawals and requests for Audit status.

**Syllabus:** This syllabus represents a tentative plan for how the course will be conducted. Several conditions and circumstances may occur that necessitate changing the topics, activities, materials, etc. The instructor reserves the right to make any changes, as she deems necessary.

### Study Tips:

- Read lecture notes (PowerPoint slides), Review the textbook, Watch the video lectures, if/when available.
- Study in groups and start early on homework assignments and projects.
- Use Discussion as much as possible for your questions, this way, you may get answers faster from your classmates or the instructor. Use General Discussion, not Required Discussion.
- Homework assigned is the minimum and must be turned in ON TIME. You need to do much more (especially chapter review problems) on your own in order to succeed.

*\*\*I hear and I forget; I see and I remember; I do and I understand.*