## Accounting 201: Principles of Accounting I

Bellevue College						
Summer 2013 5 credits						
Instructor: Office:	G. Pat C 207	rick Coughlin, CPA A	Classroom: Tel:			
Office Hours:	9:00ai	m-9:30am T, Th y appointment	email:			
<b>Prerequisites:</b> English 101 and Math 138 (or higher). College level reading, writing, and basic math(through fractions, percents, probability and Algebra). Working knowledge of Excel, Word or equivalent. The ability to attend class on <i>Time</i> each session. If you cannot attend class each scheduled day, it is recommended that you postpone taking this class until you can attend class and keep up on the homework. This is a required course for business majors so it is an important foundation course that will affect your future success.						
Text:	<b>Text:</b> Financial Accounting, Weygandt, Kimmel, Kieso, 7 <sup>th</sup> Edition. Rent for \$45 in the college bookstore. The Coursepack is also available in the bookstore.					
Other:		A Flash Drive, a mechanical pencil or a supply of sharp pencils, a soft white eraser, a ruler, and a <u>hand calculator to bring to class each session</u> . While many exam and quiz questions in this course may be completed without a calculator, you are allowed to use a basic calculator to minimize computational errors. You are not allowed to use programmable calculators, PDAs, cell phones, or any other electronic devices that are capable of performing more that the basic math functions or have wireless capabilities.				
Course Emphasis:		This course is accepted for transfer credit at 4-year colleges and universities in the State of Washington and many other states. It is an intensive course that moves quickly in order to be equivalent to the same course at a 4-year school. In order to be admitted to a School of Business and be successful, you must comprehend this material.				
Course Description:		This is an introductory transfer-level accounting course. It is required for all business administration transfer students. Includes introduction to the financial accounting process, principles, concepts, and issues which govern the preparation and interpretation of financials; theory of double-entry bookkeeping; accounting procedures for service and merchandising firms; financial analysis technique.				
Help is Available:		If you need help, go to the instructor—don't expect someone to read your mind. The Business & Economics Study Center is located in C207K and has tutors to assist you. Go early on; don't wait until you are lost and behind. There is also on-line tutoring available from the publisher of your textbook. (See the instructions that come with your book.)				
Disability Support Services:		If you need course adaptations or special accommodations because of a disability, if you have emergency medical information, or if you have special accommodations that need to be shared with me in the event that the building needs to be evacuated, please contact me. If you use an alternative medium for communicating, please let me know as soon as possible so that appropriate accommodations can be made. The Center for Disability Services is located in B 132 and may be contacted at (425) 464-2498. Your disability must be documented and authorized by the Disability Recourse Center before I can grant your request for special accommodations.				

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Student Responsibility:	Students are expected to take responsibility for their own learning. This means the student will contact the instructor for extra help if necessary, be responsible for his/her own work, and treat others with respect. <b>Cheating will not be tolerated</b> and may lead to withdrawal from the class. (See student code of conduct in your student handbook.) Cheating is a short-term solution that will create long-term problems. Students are expected to exhibit courteous behavior in the classroom.			
Withdrawals and Audit Status:	<b>Check the timeline in your class schedule for the rules on withdrawals and requests for Audit status</b> . 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 officially withdraw from any classes you choose not to complete. Unless you formally drop by the deadline, which is usually around the 7th week of the quarter, but always check the schedule to be sure, you will receive an F grade with 0.0 grade points. There may be alternatives, please see me if things reach this point.			
College Policy:	College policy says students cannot bring children to class. If you have a child care problem, please call me, and we will try to arrange for someone to take notes for you.			
Learning Objectives:	: Learners will gain knowledge and understanding of how financial information is recorded, summarized and communicated helping them <b>to become informed users of financial information</b> .			
	Learners will become familiar with accounting and business terminology to <b>"talk the talk" of business</b> , and understand how to <b>use analysis techniques to give meaning to numbers</b> . Learners will be able to <b>input data into a commercial computerized general ledger accounting software application</b> , understand how to add/delete accounts, print reports, find and correct errors and <b>interpret finished reports</b> . Learners will learn to <b>apply critical thinking criteria</b> to financial cases and unarranged problems <b>to come up with well-reasoned conclusions</b> .			
	<i>These objectives will be measured by the learner's ability to complete homework assignments and pass the course examinations.</i>			
Learning Outcom	<ul> <li>Demonstrate knowledge of accounting concepts; describe the steps of the accounting cycle.</li> <li>Perform basic analysis, including oral and written interpretation of accounting information for decision-making, and assessment of a business' performance.</li> <li>Describe the purpose &amp; application of selected accounting assumptions, principles, and exceptions in modern accrual accounting.</li> <li>Solve basic accounting problems written, orally, mathematically, using proper processes.</li> <li>Create an Excel spreadsheet of selected accounting information, including formatting, calculating, and labeling of financial data.</li> <li>Improve "test for understanding" skills with the instructor, to assure he/she is on track.</li> <li>Make several oral presentations of homework problems to the class. Improve the following skills: learning, written communication, teamwork, deductive reasoning, and critical thinking.</li> </ul>			

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**Class Procedures:** Learners will be expected to **read** the chapters **and do** the assigned homework. Key concepts will be presented in class and then assigned applications will be done in and out of class. Selected problems will be done using computers. There will be 3 term tests. We will cover the first 8 chapters in the textbook this quarter.

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80% of homework must be turned in on time in order for a student to qualify for a 3.0 or higher. Points are not given for homework, but it must be completed on a timely basis to qualify for a 3.0 GPA or higher.

Make Up Exams, Make Up Quizzes, and Extra Credit will not be given. Students who do not take exams on the scheduled day may take the exam within 2 days with a discount of 10% being assigned for each late day. If you are too ill to take an exam on the scheduled day, contact me. **Late homework is unacceptable**.

Study Tips:	Before reading the chapter: study the review of learning objectives study key terms and concepts read discussion questions <b>Read chapter prior to class discussion</b> Take good notes in class (focus on key points) Read entire collection of notes every day Complete all homework assignments
Homework	Students will be given the opportunity to demonstrate their knowledge of course principles and procedures through completion of selected problems presented at the end of each chapter in the accounting textbook. Homework assignments should be completed as instructor requests (see Class Schedule).
Participation	Participation will be measured based in part upon attendance. Other measures of participation are: 1) constructive attitude in class, 2) appropriate verbal input (comment, observation, opinion or question), 3) work-related stories are welcome, 4) Etiquette – please do not talk when someone has the floor.

## **Grading Scale**

4.0	92-100	А
3.7-3.9	90-91	A-
3.3-3.6	88-89	B+
3.0-3.2	82-87	В
2.7-2.9	80-81	В-
2.3-2.6	78-79	C+
2.0-2.2	72-77	С
1.7-1.9	70-71	C-
1.3-1.6	68-69	D+
0.1-1.1	62-67	D
0.0	<62	F

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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 he deems necessary.

**Class Schedule:** The class and homework schedule will be distributed. **Note:** Schedule is subject to change at the discretion of the instructor.

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

Remember to keep a balance in your life—you need time to study, time to exercise, eat a healthy diet and schedule some time to have some fun. If you work, you have to be an excellent time manager; too often students take on more than they can handle and end up getting sick, frustrated and not doing anything very well. Set realistic goals—it is worth it in the long run. It is unrealistic to expect to work 40 or more hours a week and take 3 or more 200-level classes and do well in school and have a balanced life. It might take a little longer to achieve your goals, but it will be worth it.

Accounting 201: Principles of Accounting I Summer 2013 M,T,W,Th 9:30 a.m.-11:20 p.m.

June 24 Introduction Chapter 1	25 Chapter 1	26 Chapter 1	27 Chapter 2	28
July 1 Chapter 2	2 Chapter 2	3 Chapter 3	4 Independence Day No Class!!	5
8 Chapter 3	9 Chapter 3	10 <b>Quiz</b> Chapters 1, 2, 3	11 Exam One Chapters 1, 2, 3	12
15 Chapter 4	16 Chapter 4	17 Chapter 5	18 Chapter 5	19
22 Chapter 5	23 Chapter 6	24 Chapter 6 QuickBooks	25 Chapter 6	26
29 <b>Quiz</b> Chapters 4, 5, 6	30 Exam Two Chapters 4, 5, 6	31 Chapter 7	1 Chapter 7	2
August 5 Chapter 8	6 Chapter 8	7 Review	8 Comprehensive Final Exam 9:30-11:10	9

Accounting 201: Principles of Accounting Bellevue College, Summer 2013 TENTATIVE ASSIGNMENT SCHEDULE (SUBJECT TO CHANGE) June 25 Outline Chapter 1 June 26 Accounting in Action Chapter 1 A (1,2,3,4) Problems due June 27 Outline Chapter 2 July 2 The Recording Process Chapter 2 A Problems due July 3 **Outline Chapter 3** July 9 Adjusting the Accounts Chapter 3 A (1,2,3,4,5) Problems due July 11 Exam 1 Chapters 1, 2, and 3 **Outline Chapter 4** July 15 July 16 Completing the Accounting Cycle Chapter 4 A Problems due July 17 **Outline Chapter 5** July 22 Accounting for Merchandising Operations Chapter 5 A (1,2,3,4) Problems due July 23 **Outline Chapter 6** July 25 Inventories Chapter 6 A (1,2,3,4,7) Problems due Exam 2 Chapters 4, 5 and 6 July 30 July 31 Outline Chapter 7 August 1 Fraud, Internal Control and Cash Chapter 7 A (1,2,3,4) Problems due August 5 **Outline Chapter 8** August 6 Accounting for Receivables Chapter 8 A (1,2,3,4,5) Problems Due August 8 Comprehensive Common Final Exam Chapters 1,2,3,4,5,6,7,8 9:30 am - 11:10 am in the classroom.

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