



Accounting 201

Spring 2012

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Office Hours: By appointment

Course Information

Course Outcomes

This course is the first course required of business administration students planning to transfer to a four year college or university. In covering Principles of Accounting I, we present:

- The nature and social setting of accounting
- Uses of accounting information
- Basic concepts and procedures

By the end of this course,

- 1) Understand the governing bodies of the accounting profession and the principles of business
- 2) Achieve a working knowledge of the extended accounting equation
- 3) Achieve a full working knowledge of the accounting cycle including all normal transactions; adjusting, depreciating, and closing entries; and the impact of all of these entries on the financial statements
- 4) Understand all account types and their normal balances
- 5) Understand debits/credits and be able to prepare journal entries and post them to T-accounts
- 6) Able to prepare the standard set of financial statements: I/S, B/S, Stmt of R/E (text uses entire Stmt. of S/E)
- 7) Understand principles of accounting such as revenue recognition, matching, valuation, cost principle, time period, going concern, etc.
- 8) Understand the difference between a multi-step and single-step income statement
- 9) Understand A/R and be able to calculate Allowance for Uncollectable Accounts using either the A/R Aging Method or % of Sales Method; understand bank reconciliations and S/T investments
- 10) Understand inventory methods - perpetual and periodic (see Chap. 5 appendix); understand net sales
- 11) Understand inventory cost flow methods (LIFO, FIFO, Avg. Cost) and be able to demonstrate the use of periodic method for each
- 12) Understand internal control issues and fraud risk
- 13) Demonstration of written, oral presentation, and Excel skills; all of which are critical to success in the business world

How Outcomes will be met

Course outcomes will be completed through online videos, student reading, student homework, quizzes and student exams. There is a common final for this class.

Grading

GRADES

	Qty	Points Each	Total	% of Grade
Exams	2	300	600	60%
Homework			50	5%
Quizzes			50	5%
Final	1	300	300	30%
			1000	100%

These are the points associated with the various activities we have in the class. At the end of the term, your final grade will be based on the total points earned as follows:

Grade		Percent	Points
A		90% to 100%	900 to 1000
A-		86.7% to 89.9%	867 to 899
B+		83.3% to 86.6%	833 to 866
B		80.0% to 83.2%	800 to 832
B-		76.7% to 79.9%	767 to 799
C+		73.3% to 76.6%	733 to 766
C		70.0% to 73.2%	700 to 732
C-		66.7% to 69.9%	667 to 699
D+		63.3% to 66.8%	633 to 668
D		60.0% to 63.2%	600 to 632
F		0% to 59.9%	0 to 599

There are THREE PROCTORED EXAMS given at the BC main campus at the scheduled times. 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 self-addressed postage paid envelope with the instructor's address to the testing center.

Exam 1 covers chapters 1-3 and Exam 2 covers chapter 4-6. The final is comprehensive (chapters 1-8) and is created by a group of instructors. Exams are closed book, closed notes. TWO different time slots will be offered for each proctored exam, please check the sign-up folder on the Course Content page. Make sure you SIGN-UP with ONE slot as soon as you can. No make-up exams are allowed.

The quizzes are at the end of each chapter. These are 20 question multiple choice quizzes that are timed at 30 minutes. These quizzes are an effort to help you gauge how well you have learned the chapters before actually completing an Exam. These are generally closed book and notes to mimic an exam setting.

Books and Materials Required

Text:

“Financial Accounting”, 7th Edition
Weygandt, Kimmel, Kieso
John Wiley & Sons
ISBN13: 978-0-470-047715-1

Text Website URL:

<http://www.wiley.com/WileyCDA/WileyTitle/productCd-EHEP000326.html?filter=TEXTBOOK>

Class Learning Atmosphere

Instructor's Expectations

This is an online class which offers you flexibility and managing how you study and prepare for the major assessments in the class – which are the 2 exams and the final.

Homework will be collected and graded. You will need to submit your homework to me, whether it be completed in an excel worksheet or whether it is scanned into an Adobe file. Your homework should be self-contained in one document (please do not send me multiple image files). Your email subject should be in the following format:

Spr2012_Acct201_Last name_First Initial_chXX where Last name is your last name, first initial is the first letter of your first name and where XX represents the chapter.

For example, my homework submission via email would have a subject line of Spr2012_Acct201_Wong_J_ch1. Your file name should also be exactly the same except it will end in .xls or .doc or .docx or .pdf. **DO NOT DEVIATE** from these parameters. I will not look in random locations of my mailbox to identify your homework. **Again, DO NOT DEVIATE from these parameters.**

Homework also requires the participation in the discussion boards. I will periodically randomly review the boards (it is graded automatically) to make sure discussions are on point or to correct issues that may pop up. On occasion, I may also post an item that should be reviewed and responded to by all students.

You are expected to spend about 50 hours on the course site preparing for this class and another 10-15 hours per week on the entire course. An online class does not reduce any course requirements, it just allows you to create your own learning schedule. You must effectively and efficiently utilize your time.

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>

Cheating, Stealing, Plagiarism

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. It 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. It also includes, but is not limited to, taking an exam copy from the classroom without permission from 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 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 and you are caught doing so, the following actions will be taken: 1) You will receive a failing grade for the course or a failing grade for that assignment, solely dependant upon my judgment and 2) A report of the incident will be forwarded to the Dean of Student Services who 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.

Information about Bellevue College's copyright guidelines can be found at:

<http://bellevuecollege.edu/lmc/links/copyright.html>

A good resource for Plagiarism is the Writing Lab: <http://bellevuecollege.edu/writinglab/Plagiarism.html>

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 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

Important Links

Bellevue College E-mail and access to MyBC

All students registered for classes at Bellevue College are entitled to a network and e-mail account. Your student network account can be used to access your student e-mail, log in to computers in labs and classrooms, connect to the BC wireless network and log in to MyBC. To create your account, go to: <https://bellevuecollege.edu/sam> .

BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the [Computing Services website](#).

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

Public Safety

The Bellevue College (BC) Public Safety Department's well trained and courteous non-commissioned staff 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. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at: <http://bellevuecollege.edu/publicsafety/>

Final Exam Schedule

Final exam days for Spring Quarter 2012

- June 8/9

Academic Calendar

The Bellevue College Academic Calendar is separated into two calendars. They provide information about holidays, closures and important enrollment dates such as the finals schedule.

- Enrollment Calendar - <http://bellevuecollege.edu/enrollment/calendar/deadlines/>. On this calendar you will find admissions and registration dates and important dates for withdrawing and receiving tuition refunds.
- College Calendar - <http://bellevuecollege.edu/enrollment/calendar/holidays/0910.asp>. This calendar gives you the year at a glance and includes college holidays, scheduled closures, quarter end and start dates, and final exam dates.

Student Questionnaire

As a part of your participation grade in this class, you are requested to complete the student interest survey found at the following location:

<http://bellevuecollege.edu/surveys/TakeSurvey.aspx?SurveyID=762Lmo6>

Course Calendar

See the BB Vista site for the calendar. Tentative dates to note are below. Please refer to the online course home page for updates.

April 25 – Last Day to Sign Up for Exam 1

April 27 / April 28 – Exam 1

May 16 – Last Day to Sign Up for Exam 2

May 18 / May 19 – Exam 2

June 6 – Last Day to Sign up for Final Exam

June 8 / June 9 – Final Exam

Note that the attached schedule below is a guide on how you should plan your studies, but it is not the ONLY way to plan your studies though.

Other Information

WITHDRAWAL POLICY: If feel you need to withdraw from the class for any reason, you are required to do so within the regulations of the school. 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 enrollment/college calendars online, 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, please see me.

DISCLAIMER: This syllabus (including all associated documents) 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. As such, I reserve the right to make any changes I deem necessary to enhance your learning of the subject material.