

ACCT& 201 Online – Leslie Lum
Spring 2011 Course Syllabus

Schedule

Week of	Reading Questions open Sunday 8 am to Monday midnight Due midnight of the date	Quizzes open Friday 8 am to Sunday midnight (10%) Practice Exams in assignment drop box	Homework (5%) Due midnight of the date in Wiley Plus This is <u>minimum</u> homework. Do more to succeed.	Discussion Forums (5%)	Proctored Exams on campus (20%, 20% and 25%) SIGN UP ON COURSE CONTENT PAGE
Apr 4		Get to know this course quiz Apr 6	<u>All students must complete the Introduction Assignment by APRIL 6 to remain in class. This assignment must be completed on course site.</u> I will be on online chat to answer any questions from 7:30 pm to 9:30 pm April 6.	Introduction Apr 7	
Apr 11	Chapter 1 Questions due Apr 11	Chapter 1 Quiz Apr 17	Chapter 1 homework due April 13 Exercises 14, 16, 17 Problems 1A, 3A, 5A	Chapter 1 – Locked April 17	
Apr 18	Chapter 2 Questions due Apr 18	Chapter 2 Quiz Apr 24	Chapter 2 Homework due April 20 Exercises 11, 14, 15 Problems 3A, 4A, 5A	Chapter 2 – Locked April 24	
Apr 25	Chapter 3 Questions due Apr 25	Chapter 3 Quiz May 1 Practice Exam 1 due April 26 Corrections due Apr 28	Exam 1 Review Sheet due April 27 in assignment dropbox Chapter 3 Homework due April 27 Exercise 13, 14, 15, 16 Problems 3A, 5A, 6A	Chapter 3 Locked May 1	Exam 1 Chapter 1 and 2 April 29, 30
May 2	Chapter 4 Questions May 2	Chapter 4 Quiz May 8	Chapter 4 Homework due May 4 Exercises 8, 9, 11, 17 Problems 3A, 4A, 5A	Chapter 4 – Locked May 8	
May 9	Chapter 5 Questions May 9	Chapter 5 Quiz due May 15	Chapter 5 Homework due May 11 Exercises 3, 5, 8, 9, 15 Problems 2A, 4A, 8A	Chapter 5 Locked May 15	
May 16	Chap 1-4 Comprehensive exercise p. 196-7 in textbook due May 16	Practice Exam 2 due May 17 Corrections due May 19	Exam 2 Review Sheet due May 18.		Exam 2 Chapter 1 to 5, May 20, 21
May 23	Chapter 6 Questions May 23	Chapter 6 Quiz due May 29	Chapter 6 Homework due May 25 Exercises 5, 6, 7, 16 Problems 2A, 4A, 6A, 8A	Chapter 6 Locked May 29	
May 30	Chapter 8 Questions May 30	Chapter 8 Quiz Jun 5	Chapter 8 Homework due June 1 Exercises 4, 6, 8, 12, Problems 2A, 4A, 6A	Chapter 8 Locked Jun 5	
Jun 6	Chapter 7 Questions Jun 6	Chapter 7 Quiz Jun 12 Practice Final due June 8 Corrections Jun 10	Chapter 7 Homework due Jun 8 Exercises 5, 8, 9, 11 Problems 2A, 4A, 5A Final Exam Review Sheet due June 8	Chapter 7 Locked Jun 11	Comprehensive Final Chapter 1 to 8 Jun 10, 11

Chapter Questions are open from Sunday 8 am to Monday midnight. You have 30 minutes to complete the questions. 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.

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Practice exams will be posted the week before an exam. You are expected to complete the exam in test conditions, scan or photograph it so it is legible and submit it in the assignment box or alternately you can fax it to me at 425-564-6139. 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 box or alternately you can fax the corrections to me at 425-564-6139.

Chapter Quizzes are open from Friday 8 am to Sunday midnight. They may be taken twice and the highest score is logged. This accommodates for any technology glitches. They are 20 questions multiple choice and must be completed in 30 minutes. You are on the honor system to do them closed book and closed notes.

Chapter homework is due Wednesday midnight in the Wiley Plus site.

Chapter discussion forums are open for the week and will be locked. You must submit a brief exercise or exercise that is NOT assigned as homework and that has NOT be posted by another classmate. You must check one classmates' work. Only one check each. You must read ALL posts to get full points.

Contact The best way to reach me is through the online course website email. I will respond within 48 hours except on weekends. If you do not reach me, email again or call as often technology glitches happen.
Office Mail Stop: D110
Office Location: C207
Office Hours: Monday through Thursday 11:30 to 12:30 pm
Office Phone: 425-564-4063
Office Fax: 425-564-6139
Email: llum@bellevuecollege.edu

Prerequisite **English 101 is required for this course.**

Required Texts **Weygandt, Kimmel and Kieso , Financial Accounting 7th edition. The best way to get the book is to rent it from the Bellevue College bookstore for \$40. If you do not rent it from Bellevue College bookstore, the instructor cannot give access to Wiley Plus and you must purchase Wiley Plus yourself.**

**Course
requirements**

50 hours minimum on course site	
Three exams (20%, 20%, and 25%)	65%
Eight Chapter quizzes (20 multiple choice questions each) in Assessments	10%
3 practice exams and corrections and 3 review sheets	10%
Eight chapter questions	5%
Eight Homework Assignments to Wiley Plus to assignment drop box	5%
Eight chapter discussion forums	5%
TOTAL	100%

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 edugen.wiley.com/edugen/class/cls207150/
The assigned exercises and problems are the points that are the total used to calculate your points. You may try extra work for extra one point each.

HOMEWORK	Assigned Exercises and Problems	Others attempted for extra points	Your score
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Chapter 1	210	100	
Chapter 2	210	100	
Chapter 3	210	86	
Chapter 4	230	82	
Chapter 5	230	100	
Chapter 6	230	100	
Chapter 7	230	95	
Chapter 8	230	77	
TOTAL	1780		

Grading

95 - 100%	A	4
90 - 94	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
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.

Mandatory attendance and 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 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 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 stamped envelope with the instructor's address to the testing center.

Exam 1 covers Ch 1 through Ch 2, Exam 2 covers Chapter 3 to 5. The final is comprehensive Chapter 1 through 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**, however, alternative exams may be scheduled on campus during regular hours **ahead of the scheduled time with at least 72 hours prior notice**.

Assessments

There will be a reading assessment at the beginning of each chapter. Please check the calendar 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.

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

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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 deadline as to when this must be completed for each chapter. These quizzes are timed for 30 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 every time that you take it.

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:

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

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located at: http://bellevuecollege.edu/policies/2/2050_Student_Code.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

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. In the body of your message write SUBSCRIBE bccbusiness.

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

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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.