



**Syllabus**  
**ACCT 201 OBS – Principles of Accounting I**  
**Item Number 5486 Winter 2011**

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Office Hours: 9:30am – noon Tuesday and Thursday and by appointment

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 and leave a voicemail, as often technology glitches happen.

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### ***Course Information***

#### **Course Outcomes**

- Understand the role of accounting and the accounting profession in business.
- Understand and apply basic accounting concepts, assumptions, and principles.
- Describe and perform the steps in the accounting cycle including preparing journal entries and understanding the four basic financial statements for a service and merchandising companies.
- Prepare journal entries for accounting for merchandise inventory, cash and accounts receivable. Understand related internal controls issues.

This class combined with ACCT 202 – Principles of Accounting II prepares students to take intermediate level accounting courses and the credits are transferable to most 4-year degree institutions.

#### **How Outcomes will be met**

This course covers fundamental accounting principles and concepts and the relationship between accounting information and business activities of a corporation. Primary focus is on the complete accounting cycle for service and merchandise enterprises including transaction analysis, journal entries and the interrelationship of the basic financial statements. Accounting for inventory and receivables will also be covered.

#### **Books and Materials Required**

Required Text:

Financial Accounting, 7<sup>th</sup> edition Wiley

Weygandt, Kimmel, Kieso

ISBN 978-0-470-47745-1

WileyPlus is required for homework assignments. 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.

## Grading

### Grading and Exams:

2 Midterms		Weighting
Comprehensive Finals		30%
Questions, Quizzes and Practice exams	+	33%
Assignments and Comprehensive Problem		15%
Discussion forums		15%
		7%

95 - 100%	A	4.0
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

The College Grading Policy is located on page 10 of the Course Catalog and also on the web at: [http://bellevuecollege.edu/policies/3/3000\\_grading.asp](http://bellevuecollege.edu/policies/3/3000_grading.asp).

## Course Requirements and Instructor's Expectation

### 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.

### Proctored 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 Chapter 1 and Chapter 2

Exam 2 covers Chapter 3 and Chapter 4.

The final exam is comprehensive and covers Chapters 1 through 8.

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 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 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. The reading assessment requires that you read the chapter and answer the questions that are already posted on the course content page. The reading assessment is due on Tuesday each week.

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 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.

### **Homework assignments and comprehensive problem**

See the course schedule for the homework exercises and problems for each chapter. Do these assignments on WileyPLUS. Note that only the Set A problems are assigned. However, I am also making the rest of the end of chapter problems and the algorithmic versions of the exercise assignments available on WileyPLUS. Do these problems and exercises for extra practice on the material presented in the chapter and for extra credit.

The comprehensive accounting cycle review problem is on pages 196-197 at the end of Chapter 4. This is to be submitted on the course assignment drop box. See the notes on the course schedule for more details.

### **Discussion forums**

There will be discussion forums for the chapter to be covered each week. Participating in the discussions is your chance to learn from each other. 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 check one classmates' work. Only one check each. You must read ALL posts to get full points.

### **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>

### **Student Code**

#### **Bellevue College policy on student conduct, plagiarism, stealing and cheating:**

"Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate or 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 valid reason, using cell phones during exams, 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)

Information about Bellevue College's copyright guidelines can be found at:  
<http://bellevuecollege.edu/lmc/links/copyright.html>

## ***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](http://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/>

### **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.

## Course Schedule

Week of	Assessments (15%) Reading Questions, Quizzes and Practice Exams Due midnight of the date	Homework (15%) Due midnight of the date on Wiley Plus. This is <u>minimum</u> homework. Do more to succeed.	Discussion Forums (7%)	Proctored Exams (63%)
Jan 3	Get to know this course quiz Jan. 5	<b>All students must complete the Introduction Assignment by Jan 5 to remain in class. This must be completed on the course site. I will be online to answer any questions on Wednesday, Jan 5 from 7:30 pm to 9:30 pm.</b>	Introduction Jan 7	
Jan 10	Chapter 1 Questions due Jan 11 Quiz Jan 16	Chapter 1 Homework due Jan 12 Exercises 14, 16, 17 Problems 1A, 3A, 5A	Chapter 1	
Jan 17	Chapter 2 Questions due Jan 18 Quiz Jan 23	Chapter 2 Homework due Jan 19 Exercises 11, 14, 15 Problems 3A, 4A, 5A	Chapter 2	
Jan 24	Practice exam 1 due Jan 25 Corrections due Jan 27			Exam 1 (15%) Chapters 1 and 2 Jan 28 or 29
Jan 31	Chapter 3 Questions due Feb 1 Quiz Feb 6	Chapter 3 Homework due Feb 2 Exercise 13, 14, 15, 16 Problems 3A, 5A, 6A	Chapter 3	
Feb 7	Chapter 4 Questions due Feb 8 Quiz Feb 13	Chapter 4 Homework due Feb 9 Exercises 8, 9, 11, 17 Problems 3A, 4A, 5A	Chapter 4	
Feb 14	Comprehensive Problem	Chapter 4 CP4-1 due Feb 22		
Feb 14	Chapter 5 Questions due Feb 15 Quiz due Feb 20	Chapter 5 Homework due Feb 16 Exercises 3, 5, 8, 9, 15 Problems 2A, 4A, 8A	Chapter 5	
Feb 21	Practice Exam 2 due Feb 22. Corrections due Feb 24			Exam 2 (15%) Chapters 3 and 4 Feb 25 or 26
Feb 21	Chapter 6 Questions Feb. 22 Quiz due Feb. 27	Chapter 6 Homework due Feb. 23 Exercises 5, 6, 7, 16 Problems 2A, 4A, 6A, 8A	Chapter 6	
Feb 28	Chapter 8 Questions Mar 1 Quiz Mar 6	Chapter 8 Homework due Mar 2 Exercises 4, 6, 8, 12, Problems 2A, 4A, 6A	Chapter 8	
Mar 7	Chapter 7 Questions Mar 8 Quiz Mar 13	Chapter 7 Homework due Mar 9 Exercises 5, 8 Problems 2A, 6A		
Mar 14	Practice Final due Mar 15 Corrections Mar 17	Practice Inventory flow and AR worksheet due Mar 16		Final Exam (33%) Chapters 1 to 8 March 18 or 19

Please see additional notes on the next page.

### **Assessments (15%)**

1. Chapter Questions are open from Monday 8 am to Tuesday midnight. You have 30 minutes to complete the questions. Prepare them ahead of time, but do not copy and paste. Write the answers out in your own words.
2. 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. There are 20 multiple choice questions and must be completed in 30 minutes.  
You are on the honor system to do them closed book and closed notes.
3. 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.

### **Homework (15%)**

1. Chapter homework is due midnight on Wednesdays in the WileyPlus site. Note that only the Set A problems are assigned. However, I am also making the rest of the end of chapter problems and the algorithmic versions of the exercise assignments available on WileyPLUS. Do these problems and exercises for extra practice on the material presented in the chapter and for extra credit.
2. Comprehensive Problem CP4-1 on pages 196-197 is due midnight on Tuesday, February 22.  
Use Excel to:
  - 1) prepare the journal entries, including the adjusting and closing entries
  - 2) post to the general ledger accounts
  - 3) prepare a trial balance and a post-close trial balance, and
  - 4) prepare the financial statements.You do not have to prepare a completed worksheet.

Submit to the course assignment box or fax to 425-564-6139.

### **Discussion Forum (7%)**

Chapter discussion forums are open for the week. 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 check one classmates' work. Only one check each. You must read ALL posts to get full points.

### **Proctored exams (63%)**

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 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.

Exam 1 covers Chapter 1 and Chapter 2

Exam 2 covers Chapter 3 and Chapter 4.

The final exam is comprehensive 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, on Friday evening and Saturday morning, 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 ahead of the scheduled time with at least 72 hours prior notice.**