

ACCT& 202: Practical Accounting II
Winter 2011
Bellevue College – 5 credits

Instructor: Colleen Keranen, CPA Online
Contact Email from Vista website
Email: Colleen.Keranen@[BellevueCollege.edu](mailto:Colleen.Keranen@BellevueCollege.edu)

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/>

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.

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 attendance and expected time outside of class: 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 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 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 approximately the 5th week 10th week, and the weekend closest to the finals period. 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 Ch 9 and Ch 10, Exam 2 covers Ch 11 and Ch12, and the final is comprehensive. 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.

Other 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 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.

Discussion forum and email feedback: I will monitor discussions and email regularly. If you do not receive a reply within 24 hours on weekday, please resend your email.

Assessment feedback: Chapter homework assignments are due weekly and will be graded on a timely basis.

Homework and chapter assessments will be graded within a week of submission unless extenuating circumstances prevent. Any delays will be announced on the course website.

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.

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 a 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.

Review sessions: Prior to exams, review sessions will be scheduled on campus. View the calendar to get the exact times.

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, 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

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

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

Late Policy: No late Discussion posts will be accepted. No make-up quizzes will be allowed.

An assignment received AFTER THE DEADLINE WILL BE CONSIDERED LATE AND LOSE points! Hint: If you think you'll have trouble with this policy, turn in your assignments one day EARLY.

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:

1. 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.
2. Discuss and account for debt financings and corporate stock transactions, and their valuation.
3. Prepare and analyze a cash flow statement; Identify/apply the tools for evaluating a company's performance.
4. Create an Excel spreadsheet of selected accounting information, including formatting, calculating, and labeling of financial data.
5. Improve "test for understanding" skills with the instructor, to assure he/she is on track.

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, 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 or want to attend the on campus Accounting 202 class.

Background. Colleen Keranen, CPA (Certified Public Accountant, BBA (University of Portland, Portland OR)--major: Accounting, minor: Philosophy and Theology. Over 25 years of accounting and industry experience. Accounting instructor since 2003.

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 (I think it's the end of the 7th week from the start of the quarter, but check the course schedule to be certain), 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. The grade will be a numeric grade per BCC guidelines.

Grading:

Grading	Points
3 Proctored exams taken on CAMPUS	300-350
Quizzes	80
Homework	100
Discussions	80
Practice Exams	30
Project	50
Total Points (Adjusted based on results of proctored exams)	640-690

Grading Scale	
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. 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.

Help is Available: Contact the Academic Advising department if you would like help from an accounting tutor. If you need help, go to the tutors or the instructor—don't expect someone to read your mind. Go early on; don't wait until you are lost and behind.

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).

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:

- Before reading the chapter:
 - Study the review of learning objectives
 - Study key concepts and terminology
- Read the chapter
- Complete all homework assignments

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