

ACCOUNTING 201 PRINCIPLES OF ACCOUNTING I
Winter 2018: BURNS
(Item Number:5484B)

INSTRUCTOR AND CLASS INFORMATION

Instructor: Kathy Burns

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Lecture: Classroom D103 Monday/Wednesday 12:30–2:40 p.m.

Office Location: C207A

Office Hours: 12:00–12:25 p.m. and 2:45–3:15 p.m. Monday/Wednesday and by appointment

PREREQUISITES

English 101 with a C or better; Math 138 with a C or better.

IMPORTANT!!

This syllabus 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. I reserve the option to make any changes that I deem necessary.

TEXTBOOK & REQUIRED MATERIALS

Kimmel, Financial Accounting, 8th Edition (FINANCIAL ACCT.BC W/ACCESS CODE) ISBN: 9781119349075. \$120 (bookstore).

- Internet to access Canvas (<https://bc.instructure.com>). On Canvas, you will find handouts related to this course, including but is not limited to: class presentation slides, lecture notes, lecture practice problems and exercises, and instructions for projects **You will be responsible for bringing all required handouts and information to class.**
- Access to Microsoft Excel, Word, and PowerPoint or suitable equivalents for preparations of papers, presentations, and homework.
- Supplies such as a basic hand held calculator, writing implement, and paper for note taking.

COURSE OBJECTIVES

Accounting 201 introduces the basic principles and concepts of financial accounting and explores the relationship between accounting information and business activities. In this course, we will learn the complete accounting cycle for service and merchandise enterprises, including journal entries, general ledgers, and financial statements.

Upon successful completion of this course, you will be able to prepare and use basic financial accounting information to:

1. Identify the purpose and uses of financial accounting
2. Apply basic accounting principles and assumptions to business transactions
3. Employ double-entry bookkeeping to record and report on basic business operational transactions in an accounting system
4. Describe the impact of basic operating transactions on a business's financial position
5. Critically analyze a business financial position and operational results
6. Discuss the origins of fraud and means by which a business may protect itself from it
7. Demonstrate "test for understanding" skills with the instructor, to assure you are on track with the course assignments and expectations
8. Demonstrate business communications skills through a variety of assessments such as team assignments, oral presentations, and written documents

An additional objective of this class is to prepare you for a successful business career. **The smartest person in the world will be unsuccessful in business if the standards of courtesy, preparation, participation, and teamwork are not met.** As such, my expectations for these standards are set forth below and you will be responsible for meeting them during this quarter.

HOW TO BE SUCCESSFUL IN THIS CLASS

COURTESY: Professional courtesy is a critical career success factor. Start practicing now.

Be on time for class. Arriving late to class is disruptive to your classmates and your instructor. Class begins at 12:30 pm on the dot, with a three-minute grace period. After 12:33 pm, you will lose your participation credit for the day. If there are circumstances that are preventing you from being on time, please notify the instructor.

Be respectful to the instructor, team members, and classmates, raising your hand to speak, not speaking over each other, using polite and positive tone of voice, and listening to others' ideas and responses.

Refrain from distracting behavior. The use of electronic devices in class to take class notes, view PowerPoint slides, or work on class projects is allowed. However, all sound must be off (no rings, beeps, etc.) Please do not use electronics in class for any other non-class related activity (including instant messaging, web-browsing, etc.) unless specifically permitted by the instructor. Please note if you use your electronic device for non-class related activity, you may be prohibited from using it in the classroom. NOTE: We will have a short break midway through class where you can check texts and emails.

You may bring snacks and water to class. Please get everything opened before class starts so that there isn't paper crinkling or sodas popping open. Do not bring food that has strong smells as it may distract your fellow classmates.

COME PREPARED: Lack of preparation keeps you from fully participating and contributing.

Come to class every day. To be successful in this class, regular class attendance is essential. Lecture notes are available on Canvas, but they are no substitute for the interactive learning in the classroom. Reading the assigned material ahead of its presentation will significantly increase your ability to grasp the material presented. You will receive ½ point of participation credit for each class attended.

Complete homework on time. Keep up with the homework assignments! Each student is responsible for completing all of the assigned problems and bringing the solutions to class. If you do not do the homework, you cannot identify areas needing further guidance. If you don't understand a problem, ask questions.

Homework assignments will generally be completed in WileyPlus and are due at the beginning of the class following completion of the chapter's lecture. Due to time constraints, we will not discuss all assigned problems in class. If you have specific questions about assigned problems that we have not discussed in class, please attend office hours or contact me via e-mail so we can discuss. No credit is given for homework that is not submitted.

If we discover that additional practice is needed to successfully reinforce a particular skill, I may add homework problems. Any changes in homework due dates will be announced in class as well as announced in the announcements section of the course Canvas and WileyPlus sites.

This is a demanding course and you should plan to spend 2-3 hours before each class reading the chapter and 2-3 hours after each class for homework and review. Completing assignments is critical to successful completion of this course. The assigned homework is the minimum amount of problems. You are encouraged to attempt more problems in your textbook and on WileyPlus. You can access solutions (if you live close to campus) in C207K tutoring center. Keeping up with homework is the key to your success in this course!

PARTICIPATE: Active learning makes for a more interesting and positive experience for all.

Ask and answer questions in class. Active participation is a great way to make the class a positive learning experience. It is also an opportunity to develop analytical skills which is essential in business. Asking questions also helps clarify areas requiring more explanation. If you don't understand something, ask!

TEAMWORK: Almost no one works solo in the workplace. It is critical to learn to work in teams.

Be an equal partner on your assigned team. You and a small team will be responsible for multiple group projects. Points for each project are assigned individually and as a group. Team members will evaluate each member's contributions to the projects as a part of the project grading.

I am here to support you and your team. My office hours are listed above or by appointment. The best way to reach me outside of those hours is through email. Please use Canvas for all e-mail communication. If you do not receive a reply within 24 hours on a weekday, please resend your e-mail. Every effort will be made to respond to you on a timely basis however with technology glitches and large volume of emails, emails may not reach me as quickly. Emails sent on the weekend, may not be returned until Monday. Emails sent after 9:00 pm will not be answered until the following day.

Student Tutors are part of your extended team. The Business Transfer Program encourages you to make use of our study center. The Business & Economic Study Center is 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.

DEMONSTRATING YOUR KNOWLEDGE OF THE MATERIAL

Exams

There will be a total of three exams (2 midterms and 1 final) as noted in the attached schedule. The final exam is cumulative and common across all sections of Accounting 201. Exams will consist entirely of problems – there is no such thing as multiple choice in the business world. Exams must be taken on day and time scheduled. No make-up exams will be given unless you have received permission in advance at the discretion of the instructor. The score for a missed exam is 0. After the exams are graded, they will be reviewed in class and then collected and retained by the instructor.

You may use a **3x5 index card front and back with notes** for your exams. The index card must be turned in with exam. Cards larger than a 3x5 index card will result in a 10-20% reduction in your exam score. You must bring pencils, erasers, calculator, etc. to each exam. Calculator sharing during the exam, phones or “programmable” calculators will not be permitted. You must show all work to receive credit for computational problems.

Quizzes

There are approximately 5 quizzes-either in-class or on-line via Canvas. A missed quiz results in 0 points. Quizzes are based on practice problems and homework, and prepare you for the exams in terms of the concepts, but not necessarily in terms of the format or context. In-class quizzes will be taken at the beginning of class. On-line quizzes must be completed in Canvas. No make-up quizzes will be given unless you have received permission in advance at the discretion of the instructor.

Grading

	Points	% of Grade
Mid-Term Exam #1 (Chapters 1, 2, 3)	100	20.0
Mid-Term Exam #1 (Chapters 4, 5, 6)	100	20.0
Final Exam	100	20.0
Projects	75	15.0
Homework	50	10.0
Quizzes	50	10.0
Class Participation	25	5.0
Total	500	100.0

Grading Scale (Numeric per Bellevue College)

	Points	Percentage
A	4.0	92-100
A-	3.7	90-91
B+	3.3	88-89
B	3.0	82-87
B-	2.7	80-81
C+	2.3	78-79
C	2.0	72-77
C-	1.7	70-71
D+	1.3	68-69
D	1.0	62-67
F	0	Below 62

Extra Credit Opportunities

The Bellevue College Business Leadership Club (BLC) hosts weekly meetings and special events that you are welcome to attend. Periodically the Business Leadership Club invites guest speakers from the community to speak on relevant topics. Event announcements will be made in class. You can also find more information on Facebook, Bellevue College Business Leadership Club (BLC). Extra credit will be given if you participate in events and write a short essay.

There may be other extra credit opportunities during the quarter, which I will inform you of as they arise.

OTHER IMPORTANT INFORMATION**Student Codes of Conduct and Academic Integrity**

Any act of academic dishonesty, including cheating, plagiarism (using the ideas or words of another as one's own without crediting the source), and fabrication 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 Dean of Student Success for investigation. Specific student rights, responsibilities, and appeal procedures are listed in the Student Code of Conduct at: Student Code.

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.

College Anti-Discrimination Statement (Title IX)

Bellevue College does not discriminate on the basis of race or ethnicity; color; creed; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; gender identity or veteran status in educational programs and activities which it operates.

For further information and contacts, please consult College Anti-Discrimination Statements.

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.

Overload

By policy, our program does not allow instructors to overload (register more than the designated class limit) classes or register students in other classes to attend their own. It is also a violation of college and state policy to have any students in the class who are not registered.

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 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.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact Autism Spectrum Navigators at 425.564.2764. ASN is located

in the Library Media Center in D125. The DRC office is located in B132 or you can call the reception desk at 425.564.2498. Deaf students can reach DRC by Skype: the address is DRCatBC (NOTE: There is no @ sign...it is actually DRCatBC). Application information and other helpful links can be found at Disability Resource Center.

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 D171 and on the web at: Public Safety for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency.

Withdrawal from Class

College policy states that students must formally withdraw from a class by the end of the seventh week of the quarter (Registration Office, B125). If a student has not withdrawn by that date, an appropriate letter grade will be assigned for the course.

Snow Policy

Occasionally snow falls in Seattle or in the outlying areas, impeding traffic and forcing closure of some schools. In cases of closure due to weather, an announcement will be made by President Rule. You can also sign up for alerts at Emergency Alerts.

In the event of closure during finals week, please check the course canvas announcements for alternative plans. If the weather affects internet connections, I will leave a message on my office phone.

Final Exam Schedule

The Social Science Division will adhere to the final examination schedule as stated in the BC Schedule. Final examinations will be held at the end of each quarter at fixed times. Instructors will not give examinations in advance of the regular schedule. A student who is absent from any examination held at any time during the quarter may forfeit the right to make up the examination. If, for illness or some other circumstance beyond the student's control, the student is unable to be present at any scheduled examination and has contacted the instructor on a timely basis, the student may be permitted to take such examination at a time designated by the instructor.

The final exam will be held during the period assigned by the college. Please consult the collegiate schedule at Final Exam Schedule.