

## ACCOUNTING 202.03 PRINCIPLES OF ACCOUNTING II

Fall 2018: LOZAN

(Item Number: 5488 section OAS Online)

### INSTRUCTOR AND CLASS INFORMATION

Instructor: Sheila Lozan

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Lecture: This is an Online Course

Office Location: C207E

Office Hours: Monday 10:30 to 12:30, Tuesday 1:30 to 2:30, Wednesday 10:30 to 12:30, Drop In; by appointment

Office Phone: 425.564.2823

### PREREQUISITES

Accounting 201 with a C or higher; college level reading, writing, and basic math (through fractions, percents, probability, and Algebra); and working knowledge of Excel, Word, or equivalent.

### COURSE OBJECTIVE

The purpose of Accounting 202 is to introduce you to the basic knowledge of process used in financial accounting and to develop your ability to understand and interpret financial statements of business entities. On successful completion of this course, you should be able to:

1. Analyze, record, and classify business transactions using double-entry accounting procedures for basic business, investing, and financing transactions
2. Prepare the statement of cash flows
3. Understand the impact of basic investing and financing decisions on a business's financial position
4. Develop a greater appreciation for the important role accounting plays in the success of every business by analyzing a business's financial position, cash flows, and operational results
5. Understand and apply time value of money theory in the analysis of long-term financial transactions
6. Demonstrate business communication skills through a variety of assessments such as team assignments, oral presentations, and written documents

### TEXTBOOK & REQUIRED MATERIALS

Kimmel, Weygandt, Kieso *Financial Accounting, Tools for Business Decision Making, 8th Edition* (Wiley, 2016) ISBN: 9781119349075 PURCHASE Loose-Leaf textbook + WileyPlus Access Code for \$120.00 (bookstore).

WileyPlus: Course ID 667913

The Course ID is specific to this course and is used to access WileyPlus homework assignments. This course will require you to have supplies such as a basic hand held calculator, writing implement, and paper for note taking. Additionally, you need to have access to Microsoft Excel, Word, and PowerPoint or suitable equivalents for preparations of papers, presentations, and homework. You will also need to have access to the internet in order to access Canvas for access to class materials.

### **HOW OUTCOMES WILL BE MET**

You will perform analysis, complete homework assignments, exams, quizzes, as well as work in teams in order to improve the skills necessary to be successful in a business environment.

### **CLASS ATTENDANCE AND PARTICIPATION**

For you to meet the challenges of ACCT 202, regular, consistent class online participation is essential for success in this course. Preparation for class should include reading the assigned material, reviewing narrated PowerPoint Slides, and answering homework questions. It is very important that you keep up with assignments, identify areas needing further guidance, and ask questions as concepts are cumulative.

Class participation is evaluated on a weekly basis. You must participate in Canvas at least 5 hours a week.

Active participation is a great way to make the class a good learning experience. It is an opportunity to develop analytical skills which is essential in business. As Financial Accounting is fundamental to your understanding of business entities, you are encouraged to ask questions.

### **CLASS FORMAT**

This is an online course that will use various teaching techniques including video lecture, discussion, group work, homework, practice problems, review sessions. You should be prepared to ask questions from your work outside of class. I rely on you to make the class as productive, interactive and as fun as possible. You can rely on me to present you with the material.

This course will use a Canvas website: <https://bc.instructure.com>. On Canvas, you will find handouts related to this course. This includes but is not limited to the following: PowerPoint slides, narrated PowerPoint slides, practice problems, and instructions for projects. You will be responsible for reviewing all information.

### **CLASS ENVIRONMENT**

Professional courtesy is an important success factor in your career. This includes but is not limited to, being considerate with respect to instructor, team members, tone, and timeliness. Collaborative learning is welcomed; however you must be mindful to respect others.

This class is open to all who wish to learn and share ideas. The class you are a part of values the wonderful diversity of people, culture and ideas presented.

This is an online course. As such, all interactions will be evaluated as to whether they are appropriate in a business environment. Interactions include but are not limited to the following: 1) interactions in the classroom; 2) online discussion forums; and 3) email communication. If any inappropriate interactions are brought to the attention of the instructor, students will be informed and expected to comply with the requests for improvement.

Please note: The instructor reserves the right to delete any inappropriate communications from discussion forums.

### **HOMEWORK ASSIGNMENTS**

Homework will be assigned for each chapter and must be completed and submitted in WileyPlus by the due date. Please note that all homework is due at 8:00 am on the due date. You should **plan for several hours to complete the homework**. See WileyPlus website for specific assignments and due dates.

WileyPlus is an on-line resource required for students in this class. WileyPlus is designed to assist you with your coursework, learn accounting concepts and complete homework problems.

To access homework, you must use the access code that came with your textbook. See attached link to register: <http://www.wileyplus.com> . **Course ID:** 667913

In WileyPlus you will see two sets of problems for each chapter. One set is graded and one set is for extra practice. The set that is for extra practice will be noted as such.

For the graded homework in WileyPlus, most questions will allow three attempts to get the correct answer. Make sure to check the due date and time for your homework as late assignments will not be accepted for a grade.

This is a demanding course and you should plan to spend at least 2-4 hours each day for study 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. You can access solutions (in you live close to campus) in C207K tutoring center. Keeping up with homework is the key to your success in this course!

### **TEAM PROJECTS**

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

Working in teams is important because it helps to build the necessary collaboration skills, time management skills, conflict resolution skills, and ownership skills. In this course, we work in teams on

projects. In business and other disciplines, you are expected to know how to work with others and courses taken will help to provide the support and practice to gain these skills.

You will complete the Cornelian Window Washing project and Peer Review. This project is a comprehensive review of concepts learned in Accounting 201. A strong foundation for Accounting 201 is imperative for your success in Accounting 202.

You may be assigned a computer lab for applying the principles of the time value of money. You will estimate your retirement needs and calculate how to get there. It is NEVER too early to start planning! The project will also require working knowledge of Microsoft Word® or Excel.

Financial Statement Analysis-Students will select a company and perform analysis applying the information we have learned in class to a real company. The financial statement analysis project will be a group project of up to six students per group. Groups will be randomly selected by the instructor.

### **PRACTICE EXAMS AND REVIEW SESSIONS**

I will provide a practice exam. This practice exam will not look exactly like the exam. It is meant to provide practice for content for questions that could appear on the exam. You will discuss the practice exam in a discussion post on Canvas and post one solution (not the same question as another student), check a solution, and read all posting. Upon posting a solution, you must show your work in addition to explaining (in words) how and why you arrived at the answer.

Prior to exams if desired, an on campus review session will be scheduled for Tuesday, late afternoon. Day may be adjusted due to room availability. Please review Canvas announcement for any day, room, and time changes for review sessions.

### **EXAMS**

There will be a total of three on campus exams (2 midterms and 1 final) at approximately the 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> week of the quarter. Each exam has three possible sessions (Friday night, Saturday). An exam signup schedule will be provided in Canvas under People. The final exam is cumulative. Exams are closed book and closed notes. Exams may consist of completion, matching, short answer, multiple choice questions, and problems. You will be given 100 minutes (i.e. 1 hour and 40 minutes) for your exam. 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. You must show all work to receive credit for computational problems.

If you are not able to make the scheduled times, you have to arrange your testing at an instructor – approved testing center at your own cost.

Note: If you do not live in the local area (distance over 100 miles), you may fill out the “Off Campus Proctor Exam Request Form” (posted on Canvas under the Course Introductions in Canvas), and fax the

form to 425.564.3108 Attn: Sheila Lozan. Requests must be received two weeks before the scheduled exam. Once your request is approved, you may take the exams at your local area with an eligible testing center (fees may apply).

After the exams are graded they will be retained in my office. You must schedule an in person or phone conference to go over the results of your exam.

You must bring pencils, erasers, calculator, etc. to each exam. Calculator sharing during the exam, phones or “programmable” calculators will not be permitted. Please note that you must bring a simple calculator to the exam. You will not be allowed to use programmable calculator (TI84, etc...).

Please Note: Removing or taking a picture of an exam is a violation of the code of conduct and may result in up to 100% deduction of points.

### **QUIZZES**

There are approximately 7 chapter quizzes on 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. You may have two attempts to complete the quiz but the questions may not be the same if you retake the quiz. The highest score will be kept. No make-up quizzes will be given. Quizzes are subject to change.

### **LATE WORK**

No late work will be accepted. This includes and is not limited to online discussions, homework, exams, quizzes and projects.

### **BUSINESS STUDY CENTER**

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.

### **COMMUNICATION**

My office hours are listed above or by appointment. The best way to reach me 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.

## GRADING

Your final grade in this course will be based on your performance on the following items:

Class Breakdown	Points
Midterm 1	100
Midterm 2	100
Final	100
Homework	35
Quizzes	30
Mini Projects	40
Project- Financial Statement Analysis	60
Project Status Updates	5
Class Participation	15
Two Post Exam Review	10
Total	495

***Please note: THE LEGAL STUFF:*** 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. The faculty member reserves the option to make any changes, as they deem necessary.

Below is the grading scale and how grades will be assigned.

Grade	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	0.0	BELOW 62

## 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](#).

Note: Using cell phones during an assessment is considered cheating. Removing exam questions during an assessment is considered cheating.

## **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.

## **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.

## **BELLEVUE COLLEGE EMAIL 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: [Create Email](#).

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 [Technology Help Desk](#) .

### **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](#).

### **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 Weber. 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.

### **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 select events and write a short essay.

### **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](#).

### **POLICIES CAVEAT**

The instructor reserves the right to change any and all classroom policies as needed to meet instructional demands. Notification of changes will be made in the classroom and via the class canvas website. Students are responsible for maintaining awareness of policies and changes.

### **ELEMENTS OF SUCCESS**

This course makes rigorous demands on both verbal and quantitative skills. It requires you to assimilate material, understand it in some depth and then apply it to various decision contexts. It should therefore not be undertaken casually. It also tends to be cumulative, which means that if you fall behind or are challenged by material early in the course, it becomes more difficult to catch up later in the course. You should plan to spend at least 8 hours per week reading the chapters and completing other coursework. Following are actions to help you succeed and keep the class manageable.

How to succeed in this course:

1. Commit time for study and review.
2. Keep up to date in all material.
3. Read assigned chapter and identify areas you do not understand.
4. Prove that you understand all of the examples in the reading material by completing all self-study problems.
5. Work problems from scratch to grasp which concepts apply and why.
6. Use Class Discussion to post questions that your class mates
7. Contact me early if you need additional help or want to attend one of the on ground classes and I will try to arrange this.
8. Seek help in a timely fashion.