

Syllabus: Accounting 201/Financial Accounting I — SPRING 2020

Bellevue College, Instructor: **Judith Paquette - (Item #5482/5483, Section OAS)**

ZOOM REVIEW SESSIONS – see HOME page of Canvas for schedule

Contact: The BEST way to reach me is through email. Please use Canvas for all email.

Office Mail Stop: D110 (Social Science Division: 425-564-2331)

Office Location: **C207G**

Business Study Center: C207K – Drop in and FREE tutoring WILL BE ONLINE THIS QUARTER, TBD

Office Hours: Or by appointment. Or drop in. We will use **ZOOM** for office HOURS AND REVIEW SESSIONS. See my **Zoom link on the homepage** and SELECT: **Join Audio/Video Conference by Computer.**

M: 9.30 a.m. - 10.20 a.m.,

T: 4:30-5.20 pm

W: 9:30 a.m. - 10.30 a.m.

Th: 1.30 p.m. -2.20 p.m.

Office Phone: 425-564-2133. **Please email (on Canvas)/or request a 1-on-1 phone call or Zoom meeting!**

Email: Please use Canvas first, then direct Bellevue College email: judith.paquette@bellevuecollege.edu

Business & Economics Study Center: For Spring 2020, tutoring will be online: [ASC](#). Normally, it is in **C207K** – and the **Business Transfer office is next DOOR!** I monitor Canvas email on a daily basis on weekdays. If you do not receive a reply within 24 hours on a weekday, please resend your email or try calling by telephone. It is my intention to respond to you on a timely basis but sometimes with technology glitches and the large volume of email I receive, emails may not reach me quickly. Or join the weekly Zoom sessions.

Canvas website (use WITH CLASS): <https://bc.instructure.com>

ONLINE HOMEWORK WEBSITE: SEE CANVAS first UNDER **HOMEWORK** (HW – Ch 1) for **link**.

Business Transfer Website: <https://bellevuecollege.edu/businesstransfer/>

Prerequisites. **English 101 and Math 138** (or higher) with a C or higher. College level reading, writing, and basic math (through fractions, percents, probability, and Algebra). Working knowledge of Excel, Word or equivalent.

Text. Kimmel, Weygandt, Kieso, Financial Accounting, 8th Edition (Wiley, 2016). PURCHASE for about \$126 (bookstore, good for Acct&201 and Accts &202).

WileyPlus access code, included in book if purchased new, otherwise about \$100.

Coursepack, print from Canvas website (optional, but helpful)

Simple/basic calculator (**programmable calculators NOT allowed for exams, e.g., TI-84, etc.**).

Course Requirements and Points: Yes, you'll need to spend two hours for every hour spent in class/online!

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| ONLINE: Introduction on Canvas – Go to Discussions and post and read and respond to others | 5 |
| ONLINE: Chapter Reading Notes/Questions – Seven Chapter Assignments | 18 |
| ONLINE: Homework (Done on the WileyPlus® website)- Eight Chapter Assignments – see schedule for due dates | 21 |
| ONLINE Quizzes: Syllabus: Quiz, Seven Chapter quizzes | 40 |
| ONLINE: Three Practice Exams – discussion Forums | 9 |
| ONLINE: Three Account Identification Drill Quizzes | 15 |
| Three ONLINE Exams (unless the Quarantine is over, then they will be ON CAMPUS) – Two multi-chapter exams plus a comprehensive final exam. Sign up under PEOPLE | 300 |
| Project: Monopoly! including a Peer Review | 15 |
| Project: Financial Statement Analysis - team project due in multiple parts | 100 |
| Exam Conferences – Two person/phone/online exam results discussion | 6 |
| TOTAL POINTS (Final results may be adjusted based on results in proctored exams) | 530 |

Grading: The grade will be a numeric grade per BC guidelines.

| GRADE | GPA 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 |

Extra Credit opportunities: I am an advisor for the Bellevue College Business Leadership Club (BLC), (check us out on [Facebook](#)). There will be events this quarter that you can participate in and write a short essay. See announcements for details.

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| Expected time | <p>The Business Transfer Program prepares students for careers in business. All the courses in the program are second-year (200 level) courses that are rigorous and have many requirements.</p> <p>Students are strongly recommended to spend at least two hours outside of class for every hour in class. If you assume you plan to spend the SAME amount of time online that you would spend in class (five hours), this means you must spend an additional ten hours per week. Make sure you manage your time well. CALL ME at any time to go over QUESTIONS/CONFUSION! DROP BY MY OFFICE!</p> |
| VIDEOS | <p>I have created VIDEOS FOR THIS CLASS! My videos cover the material and do step-by-step walk throughs of journal entries, financial statements, and other problems. Please watch them (they have subtitles, also) and consider them part of your “class time.” Students tell me they are helpful in understanding the material. FIND THEM UNDER MODULES.</p> |
| ASSIGNMENTS | <p>Assignments are all arranged under MODULES and listed chronologically on the Homepage. Please read the textbook and watch my VIDEOS before beginning the assignments. Students are often surprised how helpful the step-by-step videos are for doing the homework.</p> |
| About the Textbook | <p>Your textbook is a soft-bound, custom-designed textbook. As such, it has TWO sets of page numbers, the ones at the BOTTOM are for your custom textbook ONLY. The ones at the TOP are from the original, hard-bound textbook. Your textbook does not include the Company Index and Subject Index. I have put them on Canvas for you, under Assignment – Ch 1. (When you use this index, the page number it references is the number on the TOP of the page).</p> <p><i>The reason we had Wiley (the publisher) create this special textbook was to lower the textbook cost for you, our students. Please let me know if you need additional information.</i></p> |
| Topics Covered | <p>Ch 1: Introduction to Financial Statements Ch 2: A Further Look at Financ'l Statem'ts (qualities, assumptions, principles, classified balance sheet) Ch 3: Accounting Information System (transactions, the worksheet, journal entries, trial balance) Ch 4: Accrual Accounting Concepts (revenue/expense recognition, adjusting journal entries, closing) Ch 5: Merchandising Operations & Multi-Step Income Stmt (perpetual/periodic inventory systems) Ch 6: Reporting & Analyzing Inventory (cost flow methods, tax effect, lower of cost/market) Ch 7: Fraud, Internal Control, Cash (Cash management, bank reconciliation)</p> |
| Exams – | <p>There will be THREE EXAMS given ONLINE (unless the quarantine is over, then they will be ON CAMPUS) at BC main campus, given, at approximately the 5TH, 7th or 8TH, and the last week. The first two exams will be on Saturday (your choice of two times). The final will be on Thursday night. See Canvas/People to see the schedule and SIGN UP NOW FOR YOUR EXAM TIMES.</p> <p>DETAILS: Exam will be ONE HOUR and 40 minutes (100 minutes). If you arrive late, you may have less time, at the proctors' discretion.</p> <ol style="list-style-type: none"> 1) Exam is CLOSED BOOK, CLOSED NOTES--NO COMPUTER/LAPTOP or ANY ELECTRONIC DEVICES ARE ALLOWED. 2) NO CELL PHONES ARE ALLOWED TO BE USED DURING THE EXAM. 3) Bring a writing utensil, calculator and water/snacks, if desired. <p>PLEASE EMAIL/CALL ME if you have ANY questions.</p> <p>CALCULATOR: You must bring a simple calculator to your exams, if you bring a programmable calculator (TI84, etc.), you will not be allowed to use it.</p> <p>Exam 1 covers Ch 1, 2, and 3; Exam 2 covers Ch 4, 5, 5A, and the final is comprehensive through all the material and Ch 6 and 7. Exams are <u>closed book, closed notes.</u> <u>Removing or taking a picture of an exam will result in your score becoming ZERO.</u></p> <p>SIGN ON TO THE ZOOM Weekly or Exam REVIEW. See Canvas Homepage for details.</p> <p>Early exams may be arranged in the advance with the instructor. IN GENERAL, NO MAKE UP EXAMS WILL BE GIVEN. If you are unable to make the scheduled times, you have to arranged your testing at an eligible testing center at your own cost.</p> |
| Chapter Reading Questions | <p>Learn to read a textbook! To prepare yourself for the chapter, you are required to answer a series of chapter reading questions, including recreating the textbook's examples with different numbers. Many of them relate to the journal entries and problems demonstrated in the chapter. 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. Print out the questions in advance and be prepared as you read.</p> |

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| Homework | <p>You must have a Textbook Access Code to do the Online (WileyPlus) Homework. To obtain this, you will need either to purchase your textbook new, or purchase the access code separately. See Canvas, under the chapter 1 HW assignment for a flyer with instructions on how to sign up for the online homework. Please check immediately to assure that you have access to the homework.</p> <p>Plan several hours to do the HW. The Homework in the text book has similar problems and is good to practice. Also, at the end of each chapter are practice problems WITH SOLUTIONS that students find helpful. Please do not hesitate to ask me any questions regarding the HW.</p> <ul style="list-style-type: none"> • Keeping up with homework is vital to your success in this class! • Each student completes or attempts ALL of the homework ONLINE. • For each chapter, I put in additional practice problems for you on WileyPlus. They are not scored, but give you extra problems to work on. |
| Chapter Quizzes | You will be given an open book multiple choice (5 point quiz) following each chapter on Canvas . You may have two attempts to complete this quiz but the questions may not be the same if you retake the quiz. The highest score will be kept. |
| Practice exams | I issue practice exams. You will discuss the practice exams on Canvas . You will post a solution, check a solution (or more), and read all postings. |
| Projects | <ul style="list-style-type: none"> • Monopoly®! – The game of Monopoly® is the ultimate Accounting game. After completing Chapters 1-3, we will play the game and prepare transactions and financial statements to determine the winner. Part of this assignment will include a Peer Review. • Financial Statement Analysis – more on this later. NOTE: This is a GROUP PROJECT and THE COMPANIES ARE PICKED BY ME. SEE UNDER PEOPLE/PROJECTS. However, each part has an individual and group grades and will be submitted in multiple parts online. |
| Email feedback | Please use Canvas . Do not use my regular email unless you cannot get hold of me on Canvas . I monitor email on a daily basis on weekdays. If you do not receive a reply within 24 hours on weekday, please resend your email. If the Discussion area is popular, I will monitor it also. |
| Helping you succeed | <p>For Spring 2020, all tutoring will be done online. See ASG. The Study Center will be closed this quarter. The Business Transfer Program encourages you to make use of our study center in C207K, right by our offices! Student tutors are available according to the schedule posted (mostly 9am to 3pm). 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.</p> <p>Attend the Tuesday Review Sessions ON ZOOM. This is a great way to practice concepts and ask questions. I realize these don't work for everyone, but you are welcome to call in during my office hours, or we can set something up if they don't work for you.</p> <p>Attend the ONLINE Wednesday night Review Sessions ON ZOOM. on the week of each of the three exams. See Homepage on Canvas for Zoom link.</p> <p>Under Modules: Watch my Videos, Print out (PowerPoint slides), Review the textbook • Study in groups if you can and start early on homework assignments and projects.</p> <ul style="list-style-type: none"> • Use Discussion as much as possible for your questions, this way, you may get answers faster from your classmates or the instructor. However, Canvas email is fine. • Homework assigned is a minimum and must be completed ON TIME. You need to do much more (especially chapter review problems) on your own in order to succeed. |
| Etiquette | <p>What is Participation? Being present to me, to your class mates, to your project team. Participating in Discussion boards, Practice Exams, and consistent and intentional participation in your project. Don't wait to be asked to do something, volunteer! Don't ignore your teammates texts/calls/emails!</p> <p>Etiquette: Please be respectful of your classmates and of me. Professional, respectful behavior is the norm.</p> |
| Standard of Behavior | All interactions will be evaluated as to whether they are acceptable in the business environment. This includes interactions in 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 any public forums. |

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| Student Code | <p>“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.</p> <ul style="list-style-type: none"> • Using a Cell Phone during an assessment for ANY REASON is considered cheating. • <u>PLEASE NOTE: Removing, taking a picture, copying, etc. of an exam will results in your score becoming ZERO.</u> |
| 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. |
| 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 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. |
| Affirmation of Inclusion | <p>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.</p> <p>We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect.</p> <p>Affirmation of Inclusion (https://www.bellevuecollege.edu/inclusion/)</p> |
| Accommodations | <p>The Disability Resource Center serves students with disabilities. Common disabilities include physical, neurological (e.g. Autism, ADD/ADHD), and mental health (e.g. depression, anxiety). If you are a student who has a disability or if you think you may need accommodations in order to have equal access in your classes, programs, activities, and any other services, please contact the DRC.</p> <p>If you require assistance in an emergency, please meet with your individual instructors to develop a safety plan for while in class and contact the DRC to develop a safety plan for while you are elsewhere on campus.</p> <p>The DRC office is located in building B Room 132. You can contact the DRC by stopping by the office at B132, calling our front desk phone number (425) 564-2498, emailing drc@bellevuecollege.edu. Deaf students can reach us by calling TTY: (425) 564-6189, or by Skype (account name DRCatBC). For more information about the services we offer, including our Initial Access Application, visit our website at Disability Resource Center (http://www.bellevuecollege.edu/drc).</p> <p>Service Animals are allowed in this classroom. Emotional Support Animals need to be approved through the DRC. All other animals will be asked to leave. If you believe you need your animal with you, please connect with the DRC and refrain from bringing your animal until a decision has been made.</p> |

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| Accommodations | <p>Reasonable Accommodations for Reasons of Faith and Conscience: Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course to the office of the Associate Vice President of Student Affairs (see Bellevue College Policy 2950). In the event you feel you are being discriminated against based on faith or conscience, you may refer to the procedures outlined in the college's Discrimination, Harassment and Retaliation Policy (1440P).</p> <ul style="list-style-type: none"> • Students will apply for accommodations through Office of the Associate Vice President of Student Affairs during the first two weeks of the quarter. (If a student asks you in the first week of class about missing days for faith and conscience, please refer them to this Request Form to document their request.) • In a manner similar to the DRC, the Student Affairs AVP will approve the accommodation and inform, support and work with the faculty member to accommodate the requested days. That may include an alternate test day, or extended deadlines/alternate assignments for work completed during class time. (Test make-ups can be scheduled in the testing center at no charge to the student.) |
| Annual Notice Non-Discrimination | <p>Bellevue College does not discriminate on the basis of race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or veteran status in educational programs and activities which it operates. Bellevue College is prohibited from discriminating in such a manner by college policy and by state and federal law. All college personnel and persons, vendors, and organizations with whom the college does business are required to comply with applicable federal and state statutes and regulations designed to promote affirmative action and equal opportunity.</p> <p>Reports of gender and sex-based discrimination, sexual misconduct, or retaliation by a student should be raised with the Title IX office (see 1440P2 for contact information). In cases where the impacted party is a student and the responding party is a college employee, the Title IX coordinator will direct the matter to the Office of Human Resources (HR). All other reports, including all reports where the impacted party is an employee, should be raised with the HR. If a report is against personnel in the Title IX office or HR, it should be submitted to the president's office for referral to an alternate designee.</p> <p>Equal Opportunity (http://www.bellevuecollege.edu/equal/)</p> <p><i>[Spanish and Chinese versions of the anti-discrimination notice are available at Equal Opportunity should you wish to link to them or include them in your syllabus.]</i></p> |
| Confidentiality and Mandatory Reporting | <p>As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share with the Title IX Coordinator any and all information regarding sexual assault and other forms of sexual misconduct (e.g. relationship violence, stalking) that may have occurred on campus or that impacts someone on campus. Students may speak to someone confidentially by contacting the BC Counseling Center at (425) 564-2212. The Title IX Office can be contacted at 425-564-2641 and more information can be found at Title IX (http://www.bellevuecollege.edu/titleix/).</p> <p>If you have any concerns, you may report to: Report Concerns (https://www.bellevuecollege.edu/reportconcerns/).</p> |
| Declare your business major | <p>If you intend to and have not already done so, <u>declare your business major</u>. Make sure you have consulted with an advisor and laid out your courses. The Business Transfer Program recommends that you join the Bellevue College Business Leadership Community (BLC) Facebook page or Instagram: @BC_BLC which provides notices of application deadlines and NEWS from the Business Leadership Community - our CEO keynote speaker in the Fall and find out about FREE workshops to prepare for the Univ. of Washington Writing Skills Assessment (35% of your acceptance is based on this score).</p> |
| Late Policy | <p>No late Discussion posts will be accepted. No make-up quizzes will be allowed. An assignment received AFTER THE TIME THAT THE OTHERS HAVE BEEN submitted WILL BE CONSIDERED LATE AND LOSE 5 points! If the assignment is submitted in the next day, an additional 10% will be deducted. NO ASSIGNMENTS WILL BE ACCEPTED AFTER 1 SCHOOL DAY HAS PASSED. <i>Hint: If you think you'll have trouble with this policy, turn in your assignments one day EARLY. If you are going to be late/absent on a due date, upload your assignment to Canvas.</i></p> |

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| Accessing Canvas from the People's Republic of China | <p>A note about accessing Canvas from the People's Republic of China: some users have reported that they do not have full access to all Canvas functionality from within the People's Republic of China. This appears to be due to Canvas' parent company, Instructure, not fully committing to Chinese government requirements regarding internet operations within the country. The Chinese government does not inform foreign entities of their policy updates; therefore, Bellevue College cannot anticipate access to Canvas. If you will be in China during the quarter, you should prepare for intermittent and uncertain access to Canvas.</p> <p>Source: Access to Canvas in China (https://support.canvas.fsu.edu/kb/article/1157-access-to-canvas-in-china/)</p> |
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Learning Outcomes.

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's financial position and operational results
6. Discuss the origins of fraud and means by which a business may protect itself from it
7. Demonstrate business communications skills through a variety of assessments such as team assignments, oral presentations, and written documents

My Advice: *This is a TIGHTLY-SCHEDULED and FAST-PACED course. The materials involve learning the language of business – accounting, and the transactions needed to track a business, and how to do a rudimentary analysis of a business. We have no time to take a break or revisit material – it is VERY HARD to catch up if you don't stay current. Having said that, please contact me EARLY if you need extra help and I will try to arrange this.*

My Background. Judith Paquette, CMA (Certified Management Accountant, 2004), MBA: Golden Gate University, San Francisco, BS (California State University, Fresno)--major: Business, minor: Mathematics. 14 years of accounting and auditing industry experience with four companies, including two Fortune 200 companies: Industries included retail (Gottschalk's), semiconductor (Motorola), heavy duty trucking (PACCAR), wireless phone service (Western Wireless). Teaching since Fall 1997, fulltime since Fall 2002. *Why did I leave Corporate America?* Although I loved the work (and the pay!), I love teaching more.

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.

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 she deems necessary.

| SUN | MON | TUE | WED | THU | FRI | SAT |
|---|-----------|--|---|--|---|-----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | <div>1st Day of School!</div> <div>Optional but helpful: PURCHASE/Print YOUR COURSE PACK!</div> | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| <div>DISCUSSION - Introduce yourself and Meet the class!</div> <div>Syllabus Quiz</div> | HW - Ch 1 | <div>4:30p Zoom Review Session</div> <div>Quiz - Ch 1- Requires Respondus LockDown Browser</div> | <div>FS #1 - INDIVID - FINANCIAL STMNT - PICK YOUR COMPANIES</div> | Notes-Ch 2 | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | HW - Ch 2 | <div>4:30p Zoom Review Session</div> | <div>Quiz - Ch 2- Requires Respondus LockDown Browser</div> | <div>FS #2 - INDIVIDUAL - Each student Uploads FINANC'L STATEMENTS</div> | | |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| HW - Ch 3 | | <div>4:30p ZOOM/Review Session</div> | Monopoly - plan 3 hours | Notes - Ch 3 | <div>Quiz - Ch 3- Requires Respondus LockDown Browser</div> | |

Accounting 201 — Judith Paquette – Tentative Course Check List – Please note that I may modify the schedule, if I determine that we need more time on certain material and less on another. Please note any changes as you are responsible for keeping up with changes by regularly checking due dates/calendar.

| Check Off | ITEM: | FORMAT |
|------------------------|---|--|
| GETTING STARTED | | |
| | WATCH:: VIDEO - Acct 201 - INTRODUCTION - PLAY FIRST! | |
| | Go to Modules and print out the Syllabus with the first month's calendar | |
| | Go to Announcements and print out the first month's calendar. You can access the next ones by clicking on Calendar (left hand side of screen, go to Calendar, select THIS class only from right side of screen). Right click and select PRINT. | |
| | PURCHASE A BOOK from Bookstore (MUST BE PURCHASED NEW TO GET WILEYPLUS ACCESS CODE) | |
| | Purchase Coursepack from bookstore OR print out (You can use as you work through the PowerPoint Videos). THIS IS OPTIONAL , BUT HELPFUL. | |
| | Register for WileyPlus website by printing out the instructions on the class flyer in the Syllabus and attached under HW – Ch 1. Homework will be done outside of Canvas, on WileyPlus. | |
| | Join the Business Leadership Club Facebook page Or its Instagram page: @bc_blc Check out the Business Transfer Website – there is a LOT of advising information here! Learn about guest speakers and the UW Writing Skills Assessment review workshops | |
| ASSIGNMENTS | | |
| | GO TO MODULES AND WATCH: VIDEOS - WATCH FIRST - CHAPTER 1 | |
| | Introduction , and your responses to class mates | Discussion post |
| | Syllabus Quiz | Canvas® |
| | Homework: Chapter 1 , register for and use WileyPlus website (outside of Canvas). SEE OR PRINT OUT FLYER IN Ch 1 HW for link. Plan 2-4 hours. | Online ONLY. WileyPlus - External to Canvas®! <i>See link within Canvas under CH 1 HW, online</i> |
| | Quiz: Chapter 1 – You will need to download Lockdown Browser | Canvas® |
| | GO TO MODULES AND WATCH: VIDEO - WATCH FIRST - CHAPTER 2 | |
| | Reading Notes: Chapter 1&2 | File upload, Word® format, WITHIN Canvas® |
| | Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |
| | Homework: Chapter 2 | WileyPlus |
| | Quiz: Chapter 2 – You will need to download Lockdown Browser | Canvas® |
| | GO TO MODULES AND WATCH: VIDEOS - WATCH FIRST - CHAPTER 3 | |
| | Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |
| | Reading Notes: Chapter 3 | Canvas® |
| | Project – financial statement uploads | File upload |
| | Project – company selection | PEOPLE |
| | Homework: Chapter 3 | WileyPlus |
| | Project – Monopoly® | File upload plus peer review |
| | Quiz: Chapter 3 – You will need to download Lockdown Browser | Canvas® |

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| Project – Monopoly® - Audit | Canvas® |
| Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |
| Practice Exam: Ch 1,2,3 – post a solution AND check a solution for full credit. | Discussion- Canvas® |
| Attend the ZOOM Wednesday NIGHT REVIEW SESSION | Link on Homepage |
| Quiz – Account ID #1 (online flash cards) | Canvas® |
| Exam 1: 1,2,3 - Exams are on campus. Exams are on Saturday. You will have your pick of three times. Look under PEOPLE and sign up for your desired time. | ONLINE unless we are back on Campus – refer to Canvas® to sign up. Exam date is: Saturday May 9. Exam times will be posted on Canvas®. |
| GO TO MODULES AND WATCH: VIDEOS - WATCH FIRST - CHAPTER 4 | |
| Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |
| Reading Notes: Chapter 4 | Canvas® |
| Exam 1 conference | In person/Zoom or by phone |
| Homework: Chapter 4 | WileyPlus |
| Project – team contract | File upload, 1 per team |
| Quiz: Chapter 4 | Canvas® |
| GO TO MODULES AND WATCH: VIDEOS - WATCH FIRST - CHAPTER 5 | |
| Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |
| Reading Notes: Chapter 5 and 5A | Canvas® |
| Homework: Chapter 5 – part 1 | WileyPlus |
| Project – team status report | File upload |
| Homework: Chapter 5 – part 2 | WileyPlus |
| Quiz: Chapter 5 | Canvas® |
| Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |
| Practice Exam: Ch 4,5,5A – post a solution AND check a solution for full credit. | Discussion- Canvas® |
| Attend the ZOOM Wednesday NIGHT REVIEW SESSION | Link on Homepage |
| Account ID #2 (online flash cards) | Quiz - Canvas® |
| Exam 2: 4,5,5A - Exams are on campus. Exams are on Saturday. You will have your pick of two times. Look under PEOPLE and sign up for your desired time. | Online unless we are back on Campus – refer to Canvas® to sign up. Exam date is: Saturday May 20. Exam times will be posted on Canvas®. |
| Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |
| GO TO MODULES AND WATCH: VIDEOS - WATCH FIRST - CHAPTER 6 | |
| Reading Notes: Chapter 6 | Canvas® |
| Exam 2 conference | In person/Zoom or by phone |
| Homework: Chapter 6 | WileyPlus |
| Quiz: Chapter 6 | Canvas® |
| GO TO MODULES AND WATCH: VIDEOS - WATCH FIRST - CHAPTER 7 | |
| Reading Notes: Chapter 7 | Canvas® |
| Project – financial analysis paper | File upload, 1 per team |
| Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |
| Project – PPT presentation on company business model plus talking notes | File upload, 1 per team |
| Student evaluation – upload receipt under assignment | Canvas® |
| Project – critique of other team's PPT | Quiz |
| Homework: Chapter 7 | WileyPlus |
| Quiz: Chapter 7 | Canvas® |
| Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |

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| | Project – Your reflections | Quiz |
| | Attend the ZOOM TUESDAY REVIEW SESSION | Link on Homepage |
| | Practice Exam: Comprehensive – chapter 1,2,3,4,5, 5A, 6,7 – post a solution AND check a solution for full credit. | Discussion- Canvas® |
| | Account ID #3 (online flash cards) | Quiz - Canvas® |
| | Attend the ZOOM Wednesday NIGHT REVIEW SESSION | Link on Homepage |
| | Exam 3: Comprehensive – chapter 1,2,3,4,5, 5A, 6,7- Exams are on campus unless we are still quarantined. You will have your pick of three times. Look under PEOPLE and sign up for your desired time. | Online unless we are back on Campus – refer to Canvas® to sign up. Exam date is: Thursday night, June 18. Exam times/room will be posted on Canvas®. |
| | Extra Credit – look under Assignments, any Business Leadership Club event, with short essay. Ask instructor for alternatives if you cannot attend these events. Double extra credit for attending (and writing up) the annual Business Leadership Club Alumni Night | File upload |
| | | |

This Class meets ONLINE, but.... I am available for your questions. See my **LIVE Zoom office hours on our homepage in Canvas** and call even outside of them. Have trouble reaching me by phone? Email and let's see up a phone or in-person appointment.

Please plan to drop by my office with any questions/concerns/comments: C207G.

Exams and Practice exams: Practice exams require interactions from students. You must post a solution, review a two classmates' solutions, and read all postings for full credit (value: 3 points).

How to get involved in the Business Program:

- **Join the BLC Facebook page** (link: <https://www.facebook.com/groups/59167943622/?ref=bookmarks>)
- Bellevue College Business Leadership Club (BLC) Facebook page will post announcements and exciting events affecting business students.

● Follow us on the BLC Instagram page (link: @ bc_blc)

- The BLC Officers are working on setting up virtual meetings and events this quarter and hope you can join us! And there are other ways to get involved. When you attend our major events/speakers, you are eligible to submit an essay for extra credit. More on this later.
- Other extra credit opportunities will be made available, however, these events are especially helpful to students and I wanted to be sure to encourage you to attend.
- **Hint:** I have many points/assignment in the quarter. Don't lose points by missing an assignment! Use your CALENDAR page and really highlight or cross off assignment when you complete them.

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- **SAVE the following dates, if you are able to attend:**

1. Friday, April 19th, Accounting majors (or possible accounting majors) JOB SHADOW at a CPA firm in Downtown Bellevue, around 10 am to 2pm. EMAIL ME TO ATTEND.
2. Wednesday, May 15th, BUSINESS ALUMNI NIGHT, networking evening catered by Kizuki Ramen and Izakaya, 6 to 8pm, eligible for DOUBLE extra credit. This is a once a year event, please try to attend, this is a GREAT way to meet alumni informally, hear how they transferred and how they got their first post-college job.
3. Friday, May 31st, ETIQUETTE LUNCHEON at Renton Technical College, eligible for extra credit. Learn how to eat at a professional event, how to dress, how to make “small talk.”

Other extra credit opportunities will be made available, however, these events are especially helpful to students and I wanted to be sure to encourage you to attend.

Hint: I have many points/assignment in the quarter. Don't lose points by missing an assignment! Use your CALENDAR page and really highlight or cross off assignment when you complete them.

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PRINCIPLES OF FINANCIAL ACCOUNTING

Section: Acct& 201
Term: Spring 2020
Instructor(s): JUDITH PAQUETTE
Email(s): judith.paquette@bellevuecollege.edu

Course ID:
763106

Find and register for this course:

Step 1

Find your course

- Visit www.wileyplus.com/go/coursefinder
- Enter your course ID, 763106

Find Your Course

All courses allowing Self-Registration will appear in the search results.

Enter your 6 digit Course ID or type your school name.



[Need Help?](#)

Step 2

Register and get access to the course materials

Option A

Enter Your Registration Code

All new textbooks come packaged with a registration code in a sealed envelope. E-text access is included.

Option B

Purchase Instant Access

If you don't have a registration code, you can pay for access right there on the website. E-text access is included.

Option C

Grace Period

If you're not ready to buy, you can try the course free with full access for two weeks, free. E-text access is included.

Available options may vary by location.

Need Help?

WileyPLUS Help

Live chat support: www.wileyplus.com/support