

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

Time and place	Time: M W 12:30 am to 2:40 pm Room: A109
Contact	Telephone: 425-564-4063 Email: llum@bcc.ctc.edu <u>BE SURE TO PUT ACCT201 IN SUBJECT HEADING OF EMAIL FOR MORE TIMELY RESPONSE.</u> Office mail: A242 There is a mailbox outside the office for after hours deposit.
Office hours	Office Location A255 Lum Office Hours: MTWTh 11:30 to 12:20 pm or by appointment.
Websites	http://facweb.bcc.ctc.edu/llum Business Transfer Website: http://bellevuecollege.edu/business/transfer/default.htm
Required Texts	Reimers, <u>Financial Accounting, 2007 Edition</u> (Pearson/Prentice-Hall, 2007)
Other Requirements Goals	Scantrons for exams. Learning Outcomes. <ol style="list-style-type: none">1. Demonstrate knowledge of accounting concepts; describe the steps of the accounting cycle2. Perform basic analysis, including oral and written interpretation of accounting information for decision-making, and assessment of a business' performance.3. Describe the purpose & application of selected accounting assumptions, principles, and exceptions in modern accrual accounting.4. Solve basic accounting problems--written, orally, mathematically, using proper processes.5. Create an Excel spreadsheet of selected accounting information, including formatting, calculating, and labeling of financial data.6. Improve "test for understanding" skills with the instructor, to assure he/she is on track.7. Make several oral presentations of homework problems to the class. Improve the following skills: learning, written communication, teamwork, deductive reasoning, and critical thinking.
Resources	This course requires that you demonstrate and develop your writing and research skills. We recommend that you consult the Reading/Writing lab (A262 http://www.bcc.ctc.edu/writinglab/) with the drafts of your assignments and that you make use of the Library Media Center (L Building http://www.bcc.ctc.edu/lmc/) in doing research. 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.bcc.ctc.edu . In the body of your message write SUBSCRIBE bccbusiness.
How to succeed in	This course requires team-based learning:

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

this course

- Teams will be selected by the instructor.
- We will have 5 modules in this class. Review all materials for a module answering the questions in the text BEFORE we cover the module. You will be tested on your reading on the individual and team RAT before we cover the module in class. Only short mini lectures will be covered in class as the text is very good at explaining and I want you to take responsibility for your own learning.
- All class time will be devoted to applying the concepts that you have read about. We will spend two to three sessions on each module. Your team will be expected to show mastery on the concepts and your work will be logged.
- A large part of your teamwork will be graded by your contribution to the learning process. All team members will be peer evaluated at the end of each module and your team points will be adjusted according to your peer evaluation. The team points will be lost not added.
- Your grade will be based on your individual Readiness Assurance Test, your team RAT, team problem solving and casework, team project, and 4 individual exams. The class will determine how to allocate 50% of the grade.
- The Team Project requires that you apply what you learn to real problems or issues. This requires that you apply research, analysis and evaluation skills that will be required in business professionals.

You must take personal responsibility for your learning to succeed in life:

- Attend all classes and participate fully in the team process
- Use the questions in the text (pages will be given) to read textbook sections before the RAT.
- Help your team members learn. You learn the most when you teach others the concepts.
- Do your homework.

Course requirements

Individual exams (4)	50%
Individual Readiness Assurance Tests.	Class determined
Team Project Industry/Company Analysis	Class determined
Group Readiness Assurance Tests and group activities. Preparation, homework and team participation to be monitored by team.	Class determined
TOTAL	100%

Grading

95 - 100%	A	4
90 - 94	A-	3.7
86 - 89	B+	3.3
83 - 85	B	3.0
80 - 82	B-	2.7
76 - 79	C+	2.3
73 - 75	C	2.0
70 - 72	C-	1.7
66 - 69	D+	1.3
60 - 65	D	1.0
Below 60	F	0

A pass grade will not be given unless all requirements of the course are completed.

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

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

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

Disability Resources

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.

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.

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

(Subject to adjustment – changes will be announced at the beginning of class)

Last Updated **August 28, 2009**

Week	Topics	Due – Homework Sets DUE on MONDAY
Sep 21, 23	Review syllabus and course requirements. Form teams. Mock RAT test.	Sep 23 Resume preferably with picture due. Sep 23 Get student id and password for computer lab. Ice breaker: Create a 30-second commercial about yourself (also called the elevator speech). You have 30 seconds to tell a complete stranger about yourself: <ul style="list-style-type: none"> ▪ Give your name. ▪ Characterize your experience. ▪ In one or two sentences, describe the unique focus of your experience. How are you different from other people? ▪ Give your goal. Each student will be required to present their 30-second commercial in class.
Sep 28, 30	MODULE 1 – Chapter 1 and 2	Answers to questions p. 27 and p. 75 Complete your reading guide before RAT. Sep. 28 RAT Module 1 – Chapter 1 and 2 Chapter 1 homework due Sep. 30 Exercises 1, 3, 5, 11 Problems 1, 3 Financial Statement Analysis 1-1
Oct. 7	MODULE 1	Chapter 2 Homework due Oct. 7 Exercises 1, 5, 6, 8 Problems 5, 7 Financial Statement Analysis 2-2 Chapter 1 and 2 Jeopardy
Oct 12, 14	MODULE 2 – Chapter 3 and 4	Complete questions p. 128 and p. 196. Oct. 12 RAT Module 2 – Chapter 3 and 4 Chapter 3 Homework due Oct 14 – Exercise 8, 10, 15, 16 Problems 2,5,8 Financial Statement Analysis 3-2
Oct 19, 21	MODULE 2	Chapter 4 Homework due Oct. 19 – Exercises 4, 8, 10, 15, 16 Problems 2, 5, 8 Financial Statement Analysis 4-3 Chapter 3 and 4 Jeopardy
Oct 26, 28	MODULE 3 – Chapter 5 and 6	INDIVIDUAL EXAM 1 Chapter 1 to 4– Oct 26 Complete questions p. 128 and p. 196. Oct 28 RAT 3 Chapter 5 and 6
Nov 2, 4	MODULE 3	Play Monopoly Chapter 5 Homework due Nov. 2 – Exercises 1,8,12, 17, 19 Problems 3,6,8 Financial Statement Analysis 5-1
Nov 9	MODULE 3	Monopoly Project due Nov. 9 Chapter 6 Homework due Nov. 9 – Exercises 3,4,8, 10, 15 Problems 2 Financial Statement Analysis 6-1 Chapter 5 and 6 Jeopardy Nov. 9
Nov 16, 18	MODULE 4 – Chapter 7	INDIVIDUAL EXAM Chapter 5 and 6 Nov. 16 Complete questions p. 360. Nov 23 RAT Module 4 – Chapter 7

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

Nov 23, 25	MODULE 4	Chapter 7 Homework due Nov. 23 – Exercises 1,3,6,7 Problems 3,5 Financial Statement Analysis 7-3 Chapter 7 Jeopardy Nov. 25
Nov 30, Dec 2	REVIEW	INDIVIDUAL EXAM Chapter 7 – Nov. 30 Dec. 9 –Comprehensive Final 11:30 am

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

Module 1 – Chapter 1 and 2 – These are templates for the Jeopardy Games to be played in class. Each team is to create a set of Jeopardy Questions to stump your classmates.

Topics	1. Income Statement	2. Balance Sheet	3. Statement of Cash Flow	4. Changes in Shareholder Equity	5. Risk, Regulation and Control
10 points					
20 points					
30 points					
40 points					
50 points					

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

Module 2 – Chapter 3 and 4

Topics	1. Journal Entries	2. Trial Balance	3. Accounting Cycle	4. Accrual	Risk, Regulation and Control
10 points					
20 points					
30 points					
40 points					
50 points					

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

Module 3 – Chapter 5 and 6

Topics	1. Acquiring and Selling Merchandise	2. Recording Inventory (Perpetual vs Periodic)	3. Inventory Cost Flow Methods (Specific, Weighted, FIFO, LIFO)	4. Financial Profitability Ratios, Inventory Turnover	5. Risk, Regulation and Control
10 points					
20 points					
30 points					
40 points					
50 points					

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

Module 4 – Chapter 7

Topics	1. Accounts Receivable and Bad Debt	2. Notes Receivable	3. Controlling Cash	4. Ratio Analysis	Risk, Regulation and Control
10 points					
20 points					
30 points					
40 points					
50 points					

ACCT& 201
Leslie Lum
Fall 2009 Course Syllabus

Debits and Credits

Asset	Contra Asset	Liability	Stockholders' Equity	Expense	Revenue
Debit to Increase	Credit to Increase	Credit to Increase	Credit to Increase	Debit to Increase	Credit to Increase
Permanent	Permanent	Permanent	Permanent	Temporary	Temporary
Cash		Accounts Payable		Cost of Goods Sold (including inventory, freight, labor)	Sales
Marketable Securities		Salaries Payable		Salaries, wage expense	Ticket sales
Notes Receivable		Current Maturity of Long Term Debt		Supply expense for current period or all if immaterial	Fees earned, service fees
Accounts Receivable	Allowance for Bad Debt	Interest Payable		Depreciation expense	Revenue
Supplies (material and on hand)		Notes Payable		Freight out	Commissions earned
Inventory		Any Current Payable		Utilities (phone, heat), repairs	Interest income from bank etc.
Prepaid Expenses		Unearned Revenue, fees		Insurance	Premiums (if insurance company)
Long term investments				Rent	
Land				Other expenses	
Building	Accumulated Depreciation	Long term debt (bonds, mortgages, LT notes, leases pension liabilities)		Interest	
Tools	Accumulated Depreciation			Losses from sales of equipment, theft	Gains from sales of equipment
Equipment	Accumulated Depreciation				
Intangible Assets (patent, trademark, goodwill)					
ADJUST for Prepaid Expenses		ADJUST for Unearned revenues, fees	Retained Earnings (lifetime profit/loss less dividends)	ADJUST Accrued (action first) and Deferred (\$\$ first) expenses	ADJUST Accrued and Deferred Revenue