# Accounting 201 Syllabus

## Introduction to Financial Accounting

**Winter 2010**

**Section 1 MWF (8:40-9:40 am) in MCK 152**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Kevin Kimball, CPA, MAcc</th>
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<tbody>
<tr>
<td>Office</td>
<td>School of Business Room 109</td>
</tr>
<tr>
<td>Phone</td>
<td>675-3584</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:kevin.kimball@byuh.edu">kevin.kimball@byuh.edu</a></td>
</tr>
</tbody>
</table>
| Office Hours | M & F: 2:30 pm – 4:00 pm  
|            | W: 2:30 pm – 3:30 pm  
|            | T & Th: 3:00 pm – 4:30 pm |
|            | Please call me if you need help during non-office hours. |

**Course Blackboard Home Page**

blackboard.byuh.edu. Use your CES net ID from http://www.byuh.edu/netid/ to access Blackboard.

**Class Meeting Time & Location**

Section 1 MWF 8:40-9:40 am in MCK 152

**Required Materials to Bring to Class Every Day**

You will need the following things to be successful in Accounting 201:

- Syllabus & Daily Schedule (both available in Blackboard under the “Syllabus” tab)
- Introduction to Accounting: The Language of Business License (follow the instructions in this syllabus to purchase a license key from the publisher, then show me your license on the first day of class)
- Introduction to Accounting: The Language of Business Media DVD (just show me your license of the first day of class and I will loan you a DVD which you should return at the final exam)
- Introduction to Accounting: The Language of Business Learning Resource Packet for Fall 2009 to First Term 2010 (at bookstore)
- One Pair of Computer Headphones (the cord should be long enough to allow you to sit at a lab computer comfortably)
- Calculator (<$5 this just needs to +, -, *, and /, if you have already taken Acc 232a you should have an HP 12c Platinum)
- Notebook (to be used as scratch paper for problems in class)
- Pencil (with an eraser)
- ResponseCard RF “clicker” (see purchase information below)

**Required Pre or Co-requisites:**

Math 97 (or its equivalent or higher with at least a C-; **if you have not passed Math 97, its equivalent higher with at least a C-, you should drop Accounting 201 immediately**).  
Act 232a is a pre OR co-requisite

**Required Computer Skills:**

Basic Internet browsing, e-mail, and Excel skills (which you should learn from Act 232b)
Welcome to Accounting 201: Accounting 201 is designed to help you learn the language of business and to use your understanding of that language to make business decisions. Our study of accounting will provide insight into many basic business issues and questions including the following:

- In the start-up of a new business, what options are available for the raising of capital and what are the advantages and disadvantages of those options?
- How do stockholders realize a return on investment and what tools are available to investors to reasonably predict such returns?
- What can cause a profitable business to fail?
- How can an unprofitable company pay dividends to its shareholders?

This class will be an important class for anyone who is interested in someday participating in or investing in a business. Welcome to the world of business!

Who is your Instructor? My name is Kevin Kimball, you can learn more about me by reading my PowerPoint introduction slide in Blackboard under the Syllabus link.

Entry into the Accounting Program: Accounting majors (and possibly also finance-track majors—see your academic advisor for details) must pass both Accounting 201 and Accounting 203 with at least a B-. Other business-related majors must pass both Accounting 201 and Accounting 203 with a C- or better. You can only attempt Accounting 201 twice. If you do not achieve the desired grade in those two attempts, you will need to change your major.

Accounting Help is Available: Please be aware that you have PLENTY of help to ensure your success in this class. Please take advantage of the resources available to you to master the material. Here is a listing of some of those materials:

Available resources:
1) GCB 150 accounting lab and accounting tutors. The accounting lab is open to help you Monday through Thursday from 7:00 pm to 11:00 pm. You can either call for help at 675-3475, or you can just show up. The tutors should have an “Accounting Tutor” sign posted at their desk so that you can find them. Please sign in when you get help. If an accounting tutor is not available during these posted hours, please e-mail Sister Chen at (chenj@byuh.edu) and CC me at kimballk@byuh.edu.
2) Accounting professor. Please call me, e-mail me or just drop by my office. See office hours and contact information above.
3) Student Development Center accounting tutors. Call the student development center at 675-3516 for current tutoring hours and location.

Not Recommended for Pre-Mission, Freshmen or Recent EIL Graduates: If you are a freshman majoring in accounting and plan to serve a mission at the end of this academic year, you might choose to take Accounting 201 after your mission as close as possible to when you take Accounting 301.
Course Outcomes: Although many of you may not be accounting majors you might be interested in knowing the ten outcomes we believe our accounting majors will achieve by the time they complete their accounting degree. Those outcomes are as follows:

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Extent</th>
<th>Where covered and how it is assessed</th>
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</thead>
<tbody>
<tr>
<td>Demonstrate competence in core accounting knowledge.</td>
<td>High</td>
<td>Core accounting knowledge is the primary focus of this course. Competence will be assessed through quizzes and exams.</td>
</tr>
<tr>
<td>Demonstrate competence in general business principles.</td>
<td>High</td>
<td>General business principles are the context in which we teach the core accounting knowledge. Competence will be assessed through quizzes and exams.</td>
</tr>
<tr>
<td>Communicate proficiently both orally and in writing in the English language in accounting situations.</td>
<td>Low</td>
<td>In preparation for required lectures students are required to write a preliminary report on the topic. These reports will be reviewed for relevance to the topic and for English proficiency.</td>
</tr>
<tr>
<td>Understand the importance of ethics and standards in accounting careers.</td>
<td>Low</td>
<td>One required lecture focuses solely on fraud and ethics. A post-class quiz on the topic of ethics will be administered.</td>
</tr>
<tr>
<td>Understand international accounting standards.</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Work effectively with others to solve problems.</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Use critical thinking skills to solve accounting-related problems.</td>
<td>Medium</td>
<td>Students should develop the ability to solve accounting-related problems. They show their achievement of this outcome on the exams and, to some extent, on the quizzes.</td>
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<tr>
<td>Demonstrate proficiency in using computer software in accounting contexts.</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Demonstrate understanding of accounting regulation using primary source documents.</td>
<td>None</td>
<td>N/A</td>
</tr>
<tr>
<td>Learn independently and understand the importance of continuous learning.</td>
<td>Medium</td>
<td>Since a large portion of the course material will be learned independently using a DVD, students will need to develop this ability in order to pass the class. A few required lectures require students to research a new topic on their own and write up a short report, but, more importantly, the successful completion of this course is an indication of a student’s ability to learn independently.</td>
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**Keys to Success in Accounting 201:** If you want to do well in Accounting 201, please study the lessons and practice the quizzes prior to coming to class as noted in the Accounting 201 Daily Schedule, then solidify your understanding after class by taking additional quizzes. If you will come to class prepared and be willing to work during class, I am confident that you will be able to learn the material well and succeed in this course. In relation to your math skills, please ensure that you have successfully completed Math 97 and feel comfortable with basic algebra as well as addition, subtraction, multiplication and division. If nothing else, you will need to bring with you a good learning work ethic. If you get stuck, it will be your duty to get help.

**What Resources Will Help Me in Accounting 201?** Accounting 201 is a hybrid course which uses

- A multi-media DVD and related license. The DVD includes video lectures synchronized to PowerPoint notes. It will be handed out on the first day of class to all students who have purchased their DVD license at [www.accounting200.com](http://www.accounting200.com) (the purchase instructions are located on the next page. **Important:** Don’t forget to enter the BYU-H discount code noted in the instructions).
- Learning Resource Packet includes a variety of helpful resources, for a more detailed description of this packet see below.
- Blackboard course website includes on-line quizzes and assignments. See further details below.
- ResponseCard RF Clickers for in-class lecture interaction.
- Lesson Transcripts (word-for-word transcripts of DVD lectures are posted in Blackboard).

The best way to learn accounting is to first obtain a general understanding of the concept and then practice a lot of problems. Mastery of accounting usually only comes with lots of practice.

**Purchasing the DVD License and Obtaining the Multi-Media DVD:**

**How to purchase the DVD license/activation key:** You will need to purchase the media DVD activation/license key on-line from the publisher and then print out your receipt from the publisher’s website and show it to me in class so that you can receive a loaner DVD to view the accounting lessons for this class. The instructions for purchasing the activation/license key are noted below (NOTE: you will need a credit card to complete this purchase).

2) Click on the green Purchase button under the CD SET 1 – INTRODUCTION TO ACCOUNTING section for the type of operating system you have (either WINDOWS or APPLE/MAC).
3) Now that you are in the Shopping Cart make sure you have a quantity of 1 indicated in the quantity box (unless of course you are purchasing some additional licenses for friends). Your sub-total will show a price of $109 (this price will later be reduced to $35 if you use the BYU-H discount code noted in Step 8). Now click on Check Out.
4) Assuming you don’t already have an account, you will need to create one by clicking on the Create Account button.
5) Fill in the requested LOGIN INFORMATION such as First Name, Last Name, Username Email Address, Password… Instructors name. Click on Sign Up. **NOTE:** PLEASE KEEP TRACK OF YOUR LOG IN E-MAIL ADDRESS AND PASSWORD AS YOU MAY NEED IT LATER.

6) Fill in the requested SHIPPING ADDRESS information and click on the CONTINUE button.

7) If you don’t want to pay for shipping a DVD to you, you can choose to have a free download of the software and receive a loaner DVD from your professor. If this is the case click on CONTINUE on the SELECT SHIPPING METHOD screen which shows a $0 charge.

8) Now here is the good part. The next screen is titled DISCOUNT & PROMOTIONAL CLAIM CODES. In the box next to Apply Discount Code, type in our special **BYU-Hawaii Discount Code as follows:** hawaii12 and then click on Apply Discount Code. By doing this, your price will be given an automatic discount from Norm Nemrow (former mission president in Korea) of $74 so that your final Order Total will be only $35.

9) Review the PAYMENT & SUBMIT ORDER screen to verify that your Shopping Cart order is correct, that your Order Total is only $35, and that all of your shipping and billing information is correct. Once you have updated the information and verified its accuracy, click on SUBMIT ORDER.

10) Your purchase is now complete.

11) You should now be logged into your account, but if not, go ahead and go to www.accounting200.com, log in using your login information. Now on the left side of the screen you should see a blue order number. Just click on the blue order number and a receipt for your license will appear. Print this receipt out and bring it to class so that you can receive a media DVD which will work in all campus computer labs.

If you want to run the software on a personal computer, you will need to perform the following additional steps to download and install it:

1) First, make sure you are on the personal computer that you plan on studying with.


3) Click on "YOUR ACCOUNT ".

4) Enter the e-mail address id and password you used to purchase your license key per above.

5) Next look on the screen to where it says "Download software" and follow the steps included in the tabbed instructions to fully install the software on your own computer.

**Note:** The Media DVD to be handed out in class only contains the media files that you will need to view the course, to run these files properly on your own computer you need the software from the publisher which you will receive with your license. You may also download these lessons via the website per step number 4. The DVD simply alleviates the need to download large files that may take a while. I recommend that you take the time to copy all of the lessons on to your personal computer, that way you won’t have to worry about inserting your DVD all the time.
Once you purchase the software and license to run the content, you will need to bring me a printout of your receipt at which point I will provide you a loaner lesson content media DVD. You will be asked to return your loaner DVD when you take your final exam.

**How to run the DVD’s in Campus Labs.** To run the DVD in any of the campus computer labs, just insert your loaner DVD, click on the Start button at the bottom left of your screen, choose Programs and then choose Introduction to Accounting. The Introduction to Accounting software will then open. Now just choose File Open, click on the Lesson you want to listen to and click on Start Lesson.

**How to run the DVDs on personal computers.** If you want to listen to the DVD on a personal computer, you MUST run the DVD installation program which you will be able to activate by obtaining a license as described previously. This program will boot up automatically when you insert the DVD. Just click on it and run it. You will only need to run the installation once. On subsequent uses, follow the instructions as if you are in a campus lab. One option you might appreciate, is the option to “Copy CD’s to Hard Drive”, once you copy the CD’s to your hard drive you won’t need to insert your DVD to watch the content. You also won’t have problems with some of the content skipping if your DVD drive is outdated.

I recommend that you have your Learning Resource Packet open while studying the DVD material so that you can take notes in your packet to help you prepare for the exams.

**Practice Modules:** The DVD includes practice module quizzes that go along with each lesson. You can access these Practice Module quizzes by listening to a given lesson in the DVD and then clicking on the “Practice Module” button at the bottom right of the screen. These are good tools for testing yourself on the material prior to taking a lesson quiz. I strongly encourage you to try out ALL practice module questions related to a lesson prior to taking the BlackBoard quiz for a grade. You would be wise to study for the quizzes as if they were a full exam because the level of difficulty on quizzes is comparable to exams.

**Glossary:** The DVD comes with the best glossary of fundamental accounting terms that you will find with any introductory accounting textbook. You MUST know the vocabulary of accounting in order to do well in this class. The required vocabulary for this class is all available simply by clicking on the Glossary button at the bottom of the DVD screen. I strongly encourage you to thoroughly study the glossary terms for each lesson prior to taking the related BlackBoard lesson quiz.

**Learning Resource Packet:** The printed *Accounting 201 Learning Resource Packet for Fall 2009 to First Term 2010* will be made available for purchase at the bookstore by the first day of class and will be an important tool in your learning. The Learning Resource Packet contains:

- PowerPoint DVD Lesson note printouts
- Lesson Review Sheets (solutions available in Blackboard under “Rev Note Solutions”)
- Pre-Quiz Practice Quizzes and Solutions
- Pre-Exam Review Sessions
- Sample Exams and Solutions
- Financial Practice Set Problem and Solution
Course Website: Ctrl+click on blackboard.byuh.edu for links to all on-line content, quizzes, announcements, grade books, etc.

How to Purchase ResponseCard RF Clicker (and get a discounted price)
We will use “clickers” in class to help me assess whether you are in attendance, coming to class prepared and are learning the material. The “clickers” that we use are the same being used in other business courses, particularly BUSM 180. You can use the same clicker in both classes.

You have three options for obtaining a clicker:
1) Buy it used from a former student of Accounting 201 or BUSM 180.
2) Buy it from the bookstore.
3) Buy it on-line using a BYU-H discount code noted in the instructions below (it may take ~ 7 days to arrive).

Clicker on-line purchase instructions
1) Click on the following site: http://store.turningtechnologies.com
2) Enter BYU-H’s school code: wWQ9
3) After entering the discount code, your Student Store will appear and will indicate a ResponseCard RF Keypad price of $30.
4) Click on Add To Cart
5) Enter the quantity you need (you should only need one)
6) Click on Add to Cart again.
7) Your Shopping Cart will then appear indicating what you are buying (ResponseCard RF Keypad Product ID: RFC-02), the quantity you are buying and the unit price of $30.
8) Enter your mailing Zip Code in the Ship to Zip Code box at the bottom of your Shopping Cart and then click on the Calculate button so that the shipping cost options appear.
9) Click on the button for United States Postal Service for $4.99 (it should arrive within 7 days).  
10) Click on Check Out.
11) Fill in your Shipping Information, your Billing information (specifically the credit card holder’s name, address, etc.)
12) Click on Continue and complete the sale.

I am hoping that all of you will have your clickers in hand, a week from the first day of class.

E-mail & BlackBoard Announcements: I will send you course-related messages via e-mail and via the announcements page in BlackBoard, so please check both regularly. In order to ensure that any e-mails I send will go to an e-mail account that you will actually check, you will need to follow the instructions below to tie your desired e-mail address to your CES net ID:

- Log into www.byuh.edu
- Click on the my.byuh.edu link in the top right of the BYU-H home page.
- Sign in using your CES net ID and password.
- Click on the Student Tab -> Student Center -> and the e-mail link at the bottom of the page. Review the “personal” and “other” e-mail address noted for your name.
- Type into the “Preferred” e-mail address box the address you want me to send all announcements to.
This e-mail update process will be effective for the following day. I recommend that you use your BYUH e-mail address as your “Preferred” address so that your spamblockers don’t somehow reject my e-mails. If you do use another e-mail provider and you still don’t receive any e-mail from me, check your spam folder to see if it is being sent there, if it is, please add my e-mail address to your approved senders listing.

**Exams:** Three course lesson exams and one comprehensive final exam will be given throughout the semester/term as noted below. You may not take the exams later than the dates noted in the Course Schedule.

**Exam #1** (100 points): Covering DVD Lessons 1 – 3, and the Financial Statement Review Assignment (33 multiple choice worth 3 points each with 1 point for simply taking the exam) 3-hour time limit.

**Exam #2** (120 points): Covering DVD Lessons 4-7 and Financial Practice Set (40 multiple choice worth 3 points each), 3-hour time limit.

**Exam #3** (120 points): Covering DVD Lessons 8-10 and Statement of Cash Flows (40 multiple choice worth 3 points each) 3 hour time limit.

**Final Exam** (100 points): The final exam will be comprehensive. A complete sample final exam and its solution are provided in your Learning Resource Packet as well as in Blackboard under Course Documents Other Materials. In order to receive at least a C- in this class, you must score 70% or better on the final exam. Students who score under 70% will automatically be assigned a grade of D+ or lower depending on the other points achieved in class.

All exams will be taken at the Testing Center on campus. Check with the Testing Center to verify operating hours and policies. Make sure that you have allowed for sufficient time (you can plan on exams taking up to three hours each) in dealing with possible lines and allow for adequate time to complete the exam. No late exams will be given except upon professor pre-approval for documented health problems, family emergencies or university-approved absence.

Exams 1-3 will **not** be comprehensive. These exams will only cover the materials in the designated lessons since the last exam. However, the final exam will be comprehensive and must be passed as described in order to receive at least a C- in the class. Only basic four function (+, -, *, /) or scientific calculators may be used in the Testing Center. **No programmable calculators will be allowed in the testing center.** An optional review of the exam solutions will be held in class subsequent to each exam as noted in the Course Schedule.
How Should You Prepare for an Exam? If you want to learn accounting, and do well in this class, you must do well on the exams which will make up a significant portion of your final grade. In order to do well on the exams, you will need to be able to “do” accounting, not just understand it. Accounting is a skill that takes practice. In order to master the material, I strongly encourage you to perform the following in your preparation for exams:

1. Make sure you have studied all along and stayed up with the class by taking the pre-quiz practice quizzes and the on-line quizzes. You don’t want to try to cram for accounting exams, it simply doesn’t work.
2. Perform a short review of the PowerPoint lesson notes in the Learning Resource Packet. Note any areas in which you feel weak. Go back and practice all problems that relate to your areas of weakness.
3. Work through the Lesson Review Sheets, included at the end of each set of lesson notes, under examination conditions using only scratch paper and a simple calculator. Only look up the answers to the review sheets after you have done your best. The solutions are available in Blackboard (under Course Documents).
4. Work through, from scratch, the PowerPoints lesson review notes I used in class and as will be posted on BlackBoard.
5. Work through the DVD Practice Module questions for all lessons in exam conditions, check your answers, and focus on the topic the question was testing do not just focus on the answer for that particular question.
6. Retake Blackboard quizzes to ensure you can still get 100%. Retake pre-quiz practice quizzes as located in your Learning Resource Packet.
7. Take the sample exam in the Learning Resource Packet. It is essential that you take the sample exam in exam conditions and then identify your areas of weakness so that you can focus further attention on those areas prior to taking the real exam. Hint: A correct guess on the sample exam does not indicate that you have mastered the material.

A Suggested Test Taking Strategy: Some of you will need to modify your test taking approach to do well on the exams in this class. Over the years, I have noticed that some students read the question then immediately go to the answer to see which answer appears to be correct. In my opinion, this approach tends to cause students to perform lower than their ability because the answers tend to all look good before they have actually worked the problem out. I recommend that you use the following approach to work out problems on accounting exams:

1. Cover the multiple-choice answers.
2. Read the question stem.
3. Think about what you know that could help you solve the problem. In other words put into your mind the accounting concepts needed to solve this particular problem.
4. Get out a scratch piece of paper and then solve the whole problem from scratch.
5. Now that you know what you think the answer is, see if you can find it among the multiple-choice answers provided. By doing this, you will keep your thoughts clear of the “smoke” that is provided in the other possible answers and you will focus in better on the correct answer. Many students who look at the possible answers BEFORE actually working out the problems wind up getting confused by the “smoke” and wind up forgetting what they already know.

So, if you want to succeed on the exams, you must: practice, practice, practice. If an exam were coming up soon, I would make sure I understood the concepts that support all of the practice problems because the questions on the exam will test those same concepts just with different names, numbers and scenarios. You need to know the concepts well enough to handle these new questions.
In-Class Quizzes: During the semester you will be required to complete multiple in-class quizzes using the clickers. These will help me assess what you understand and encourage you to come to class prepared. You should prepare for class by fully studying the lesson for the day and practicing the problems within the lesson.

No late quizzes for credit will be given for any reason other than approved university absences. If you are unable to take a quiz due to illness or for any other reason, don’t worry, that quiz will simply be assigned a 0 and I will drop it (and two others) from the points possible prior to calculating your final grade.

Blackboard Lesson Quizzes: In addition to the in-class quizzes above, you will also have 21 on-line quizzes that you will take through BlackBoard (I will drop three of these quizzes from your final grade). Each quiz has 5 True/False and/or Multiple Choice questions. You should use these as a study tool to prepare for class.

In order to receive any credit for any on-line quiz you must take each quiz at least once prior to the beginning of class on the day it is due. After meeting the deadline, you will be allowed to retake the quiz as many times as you need (prior to the final exam) in order to 1) master the material and 2) achieve 100%. Only your most recent attempt will be used to compute your final grade for the class. If you ever score less than 100%, you should retake it simply by clicking on it again and answering the questions. Always remember to click on “Submit” so that your score appears in Blackboard. You can verify that your score has been properly recorded by clicking on View Grades (or Check Grades) in Blackboard.

After you complete a quiz, you can print it out for review purposes by clicking on the “View Grades” link on the left-hand side of BlackBoard and then clicking on the points you received for the quiz to cause the quiz to reappear. You are more than welcome to use printed quizzes to prepare for future exams during this semester/term. However, these printed quizzes are not to be used for cheating. No one should utilize another person's printed quizzes in preparation for the taking of a quiz himself or herself.

Required Lecture Pre-Class & Post-Class Reports:
Throughout the semester, we will have a few special Required Lectures. These lectures have been developed to enhance your introduction to the real world of business and accounting. Before a given required class, you will need to submit a pre-class report that indicates that you have completed the following three requirements:

1) ask yourself how the noted topic for this lecture relates to you personally
2) find and read at least one article in the news or in a professional journal or other magazine that addresses the topic (you might consider using the Wall Street Journal, Businessweek, the Economist, Fortune, Money, Forbes, or other business-related publications. You are also allowed to use articles from the lds.org website)
3) open BlackBoard, click on Assignments, click on the Required Class you want to submit the assignment for and submit a note that describes, in 150 to 200 words, how you feel the topic for the required class relates to you and what you learned from the article (in 2 above) to help you better understand the required lecture topic. Hint: Please ONLY use the built-in Windows software program “Notepad” to write-up your reports. Once you have written up your report in “Notepad”, copy (Ctrl + c) and paste (Ctrl + v) your write-up into BlackBoard. By first performing your write-up in Notepad, you will be able to
avoid losing your work if BlackBoard goes down and when we grade your work the formatting when we download what you have written will be correct. Make sure you click on the “Submit” button to ensure I receive it and will be able to grade it. DI can not grade anything that has only been “Saved”, it must be “Submitted”.

As long as you complete the three steps above prior to class, a white exclamation mark with a green background will appear in your View Grades gradebook. This means it is ready for grading. If you do not get this icon in your gradebook, you will have to resubmit. As soon as your report is manually graded, you will receive up to 1 point. The key grading aspects are:

1) Did you “submit” it in on time?
2) Did you address the topic?
3) Did you cite the article you read?
4) Was it reasonably well-worded?
5) Did you write between 150 and 200 words?
6) Did you receive the green exclamation mark in your Gradebook as referred to above? If either a symbol of a padlock or of a piece of paper with a pencil appears in your gradebook you will need to resubmit or else you will not receive any credit.

Following each required class, you will be expected to complete a Required Lecture Post-Class Report. You will find the proper link for the Post-Class Report in BlackBoard under Assignments. Post-Class Reports are worth 1 point. Therefore, each required class is effectively worth 2 points, 1 for the pre-class report and 1 for the post-class report.

Material only discussed in these special required classes will not be included on any of the 3 course exams.

**Budget Tracking Report:** As part of one of the required classes you will learn how to create a budget. This assignment will require you to track your budget for one full month and then submit a report to me through “Assignments” that tells me about your experience. In order to receive full credit, you must:

1) create a monthly budget of your income and expenses.
2) track your income and expenses for one month using your budget.
3) submit a 150-200 word report on your experience tracking your budget.

**Conference of Champions – Post-Class Report**
On March 24th and 25th, BYU-Hawaii will be hosting the Conference of Champions. This conference will be offering conference sessions led by leaders from throughout the world. In order to encourage you to attend these conference sessions, I will offer 2 points of extra credit for attending a conference session. The conference agenda will be made available (when it is finalized).

After you attend one conference session, you will need to write up a 200 word summary about the session. In the summary you should note 1) which session you attended and when 2) who the speaker was 3) what were the key concepts discussed and 4) what you feel you learned that could assist you in your future career. Your write up is worth 2 points and must be submitted through BlackBoard under “Assignments” to receive any credit.
**Attendance:** You are required to attend class. After the first week of class, I will take attendance using the “clickers”. If you do not have a “clicker”, you will be marked absent. If you are here by the time the bells ring for the start of class, you are guaranteed to receive full attendance and will be allowed to take all of the in-class quiz questions using your “clicker”. If you are even one minute late, you are not guaranteed to receive any attendance points and may miss out on some attendance points. If on any day I do not take attendance, I will automatically give everyone credit for that day’s attendance.

If you would like to take this class but not be required to attend class, you can sign up for the BYU-H on-line version of this class using the normal registration process.

**Financial Statement Review Assignment:** The purpose of this assignment is to make students aware that financial statements are actually prepared and made available to the public in order to assist in making investment decisions. The things to be discussed in this class have actual practical application in the real world of business.

After you have finished listening to DVD Lesson #2, you are to access a publicly held company’s web page on the Internet and briefly review the company’s most recent annual report. (You do not need to print out a hard copy to do this assignment.). The annual report is typically available in an "Investor Relations" section of a company’s web page. A simple way to access a report can be accomplished by clicking on "External Links" on the course website. Not all companies provide a copy of their full annual report on the Internet. In such cases you may wish to select another company or you can call the company and request a printed copy from their investor relations department. Most companies will provide a printed copy free of charge, however it may take a week or more to actually receive the report through the mail, so I don’t recommend this approach unless you make the request during the first week of class.

You are looking for a full annual report, not some summary information. The full annual report will typically have a letter or report to shareholders from the president of the company, a section providing general business information and a section devoted to management’s discussion and analysis of the business. In addition, it contains the actual financial statements with an auditor’s report along with supplemental notes to those basic financial statements. Once you have access to an annual report, complete the following: (This assignment and report is to be done on your own but you may ask questions of other students if you need assistance.)

A. Review the general business information provided in the annual report, the letter or report to shareholders and management’s discussion and analysis of the company. It is not necessary that you read every word, but you should read enough to write a brief description of the company’s business activities and summarize management’s characterization of the company’s recent performance and prospects for the future. (This portion of the report must be a minimum of 400 words.)

B. Review the auditor’s report (aka Independent Auditor’s Report, Report of Independent Auditors, and Report of Independent Accountants), management’s discussion or letter on financial responsibilities, actual financial statements and accompanying notes to the financial statements and respond to the questions below. (This part of the report may simply be a listing of your responses from 1 to 11.) The purpose of this part of the assignment is not to test your knowledge, but to simply expose you to the fact that the language we are introducing in this course is actually used in real world financial statements. Do your best to respond to each of the following questions:
1. Who is responsible for the preparation of the financial statements?
2. Who performed the company’s audit?
3. Does the auditor’s report note any problems in the financial statements? If so, what are the problems noted?
4. Have total assets, total liabilities, and total stockholders’ equity increased or decreased over the years reflected in the balance sheet, and by how much?
5. Identify the company’s largest asset, liability, and stockholders’ equity account reflected on the balance sheet for the most recent year presented.
6. Identify the increase (decrease) in retained earnings over the most recent period and note, as best you can, the cause of the increase (decrease).
7. By how much has net income increased (decreased) over the last year?
8. Note the Company’s EPS (earnings per share).
9. By how much has cash increased (decreased) over the last year?
10. What was the source of the largest cash inflow to the company over the last year?
11. Skim the accompanying notes to the financial statements, and summarize briefly the kind of supplemental information provided in one of the notes.

This assignment is not intended to take more than two to three hours (maximum). The assignment is worth 5 points towards your final grade and is to be turned in through BlackBoard through the Assignments link by midnight (12:00 a.m. Hawaii time) on the date noted in the Course Schedule. Full credit (5 points) for grading purposes will be given if it appears the student has made a reasonably complete effort to fulfill the assignment requirements. No late submissions will be accepted. It is strongly encouraged that this and all reports be prepared and saved in your word processing software (i.e. please use Microsoft Word, etc) then submitted through BlackBoard by copying (highlighting and then pressing Ctrl + C) the selection, then getting into the BlackBoard Assignment, clicking on the Assignment input section, and pasting (pressing Ctrl + V) the report. This assignment will not be accepted if it is sent to me by e-mail.

Having Fun: Some students get so caught up in their studies that they forget to have a little fun while in school. They may even lose their perspective a little. To assist these rare students, as well as all of the rest of you, this class rewards you for having some fun during this term/semester. You will get 1 point for embarking on a little adventure this semester/term and reporting on it through BlackBoard. You will submit it by clicking on “Assignments” and then clicking on “Having Fun”. For our purposes, an adventure will be defined as something fun that you would not have taken the time to do unless it were due to this assignment. The report should be a simple one-paragraph description of what you did and you must have done it during this semester/term, digging up “fun” things that you did in the past will not count. This should be something that blesses your life this semester and provides a little relief from the studious grind you might be in.

Doing Good: Another assignment that should bless your life and help remind you of the value of service is the Doing Good assignment. As you know, there are times when things get tough and the pressures of life seem overwhelming. When we take the time to look beyond our own problems and serve others, not only do we make someone else's life more bearable but we are lifted too. To encourage you in this area, 1 point will be given for a simple act of service done this semester and reported in a short one-paragraph report submitted through “Assignments” in BlackBoard. This does not need to be elaborate service; even cleaning up after a roommate is great if done in the proper spirit. These reports must be submitted by the end of the semester in order to receive credit.
Syllabus Quiz: Because I believe your success in this class will be largely affected by your ability to follow this syllabus, I will give you a chance to earn 5 points on a quiz about this syllabus. Just read the syllabus thoroughly then log on to BlackBoard under Assignments and take the syllabus quiz prior to the deadline noted in the course schedule below.

Accounting 201 Course Survey: Here are some freebie points. At the end of the semester, you will be asked to go on-line to take a survey regarding the course. By taking this survey, or by completing an alternative assignment, you will receive 5 points. We value your feedback so please take the time to answer the survey questions fully and honestly. All your responses will be anonymous. In order to receive credit for taking the survey, you must not only take the survey in survey monkey but also come back into Blackboard and indicate that you took the survey. You can choose not to take this survey and still receive the 5 points by writing up a 400 word essay on the most important principles you learned from this class.

PowerPoint Slide About Yourself: In order to help me get to know you, please create, print out and hand in a single PowerPoint slide. This slide should tell me your name (and preferred name), where you are from, your major, what language(s) you speak, and 5 other interesting (non-accounting related) facts about yourself. If you print this out and hand it in at the beginning of the class on the day it is due, you will receive 1 point. In BlackBoard under the Syllabus link, I have posted a slide about myself as an example of what I would expect you to submit for credit. Please just remember to bring your hardcopy print out and hand it on at the very beginning of the class on the day it is due.

Financial Practice Set: The instructions to the "Financial Practice Set" are included in the DVD. The hard copy documents you will need to complete this practice set as well as its solution are included in the Accounting 201 Learning Resource Packet for Fall 2008 or Winter 2009. If for some reason you purchased an old learning resource packet (which I don’t recommend) that already has the numbers filled in for you, you should either erase the numbers or print out a totally clean copy from the accounting software under the Resources menu. This Practice Set is designed to simulate a simplified real world accounting experience and will reinforce your understanding of the flow of information in a company’s accounting system. Although accounting systems used today are typically computerized, this manually prepared accounting practice set will be helpful in understanding the underlying basis for small business computerized systems. You should not begin this Practice Set until you have completed Lesson #4 and reviewed the "Financial Practice Set" lesson on the DVD that explains in detail how to proceed with and complete the assignment.

This Practice Set must be turned in to receive credit. Obviously, since the solution is already provided, I expect that all students will receive the full 5 points of credit. Some students may be tempted to simply copy the full solution without even attempting to do any of the practice set on their own; however, history has shown that those students who do not fully work through the Practice Set and comprehend it, usually never fully grasp some very fundamental accounting concepts, in addition, they tend to perform VERY poorly on the second exam. Working through the Practice Set on your own or with the assistance of a fellow student would be a great review of Lesson 4 topics.

Accounting Notations – Critical for Quizzes: In accounting and in our accounting 201 quizzes, we will use parenthesis to indicate negative amounts and loss amounts. You may
also notice that “credit” amounts are often noted with parenthesis. If the result of a calculation is a loss of $2,549 the answer on a quiz will probably be noted as (2,549) rather than -$2,549 or ↓2,549. Another one that students get hung up on is the following “Assets less Liabilities”, another way of saying this that you might be more familiar with would be “Assets minus Liabilities”.

**Final Course Grades will be based on the following scale:**

<table>
<thead>
<tr>
<th>Points</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam #1</td>
<td>100</td>
</tr>
<tr>
<td>Exam #2</td>
<td>120</td>
</tr>
<tr>
<td>Exam #3</td>
<td>120</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Lesson Quizzes (21 quizzes, drop 3 = 18 @ 1 pts each)</td>
<td>18</td>
</tr>
<tr>
<td>In Class Quizzes (21 quizzes, drop 3 = 18 @ 1 pts each)</td>
<td>18</td>
</tr>
<tr>
<td>Attendance (33 total days, drop 3 = 30 @ .25 each)</td>
<td>7.50</td>
</tr>
<tr>
<td>Not required for on-line students</td>
<td></td>
</tr>
<tr>
<td>Required Lecture Pre &amp; Post Class Assignments/Quizzes</td>
<td></td>
</tr>
<tr>
<td>2 Pre and 2 Post-Class Reports/Quizzes @ 1 point each, one month budget tracking assignment @ 1 pt) drop 1 = 4 points</td>
<td>4</td>
</tr>
<tr>
<td>Financial Statement Review Assignment</td>
<td>5</td>
</tr>
<tr>
<td>Financial Practice Set</td>
<td>5</td>
</tr>
<tr>
<td>Syllabus Quiz</td>
<td>5</td>
</tr>
<tr>
<td>Accounting 201 Course Survey</td>
<td>5</td>
</tr>
<tr>
<td>Having Fun Report &amp; Doing Good Report (1 point each)</td>
<td>2</td>
</tr>
<tr>
<td>School of Business Assessment Test</td>
<td>1</td>
</tr>
<tr>
<td>Accounting 201 Pre-test</td>
<td>1</td>
</tr>
<tr>
<td>Accounting 201 Post-test</td>
<td>1</td>
</tr>
<tr>
<td>PowerPoint Personal Introduction Slide</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Possible Points prior to Practice Questions**
(due to rounding this does not add to 100%) 513.5 100%

**Grade Breakdown (after dropping the noted low scores):**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Grade</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93%</td>
<td>C</td>
<td>73%</td>
</tr>
<tr>
<td>A-</td>
<td>90%</td>
<td>C-</td>
<td>70%</td>
</tr>
<tr>
<td>B+</td>
<td>87%</td>
<td>D+</td>
<td>67%</td>
</tr>
<tr>
<td>B</td>
<td>83%</td>
<td>D</td>
<td>63%</td>
</tr>
<tr>
<td>B-</td>
<td>80%</td>
<td>D-</td>
<td>60%</td>
</tr>
<tr>
<td>C+</td>
<td>77%</td>
<td>F</td>
<td>Below 60%</td>
</tr>
</tbody>
</table>
*There are four extra credit assignments for this class. 1) the SCOB Assessment Test and 2) the accounting 201 pre-test and 3) the accounting 201 post-test and 4) Conference of Champions report.

1) **The SCOB Assessment Test** is a multiple-choice business-related exam that tests you on your knowledge of accounting, marketing, economics, etc. Students normally need about 45 minutes to complete it. All Accounting 201 students are required to take it when they begin Accounting 201 and when they complete their BYU-H business-related degree. In order for the assessment test to be of any value in helping us improve your BYU-H business education, we need you to try your absolute best the first time and the last time. As an encouragement to you, I will give extra credit based on the following scale:

70-100 = 5 points; 60-70 points = 4 points; 50-60 = 3 points. No extra credit points are provided for scores less than 50%.

Because the testing center will provide me a printout of your scores, you do not have to bring me your test score printout to receive credit.

2) & 3) The accounting 201 pre and post-tests. These two tests consist of 10 multiple-choice questions. We use them to assess the improvement in your understanding of fundamental accounting principles between the beginning of the semester and the end of the semester. They will be administered in the testing center. You will get one point for taking the test and have the opportunity of earning 1 extra credit point for scoring 50% or higher. I do this simply to encourage you to try your best.

4) **Conference of Champions report.** See syllabus above for requirement.

Other than the above, there are NO make-up, grade improvement projects or no significant curving in this class beyond that which is already included in the grade breakdown above. As you can tell, your final grade is highly dependent on your exam scores, so if you want a certain grade, you will need to work for it and earn the points that will get you that grade. I encourage each student to calculate his/her own grade to avoid any negative surprises when grades are issued.

**Seeing “My Grades” in BlackBoard:** You should use BlackBoard’s “My Grades” tab to monitor your progress and performance in the class throughout the semester. The “My Grades” tab allows you to see your scores for quizzes, tests, and attendance. Many former students noted that their ability to view their grades on a real-time basis helped them to stay motivated in the class. If you want to practice an old Lesson quiz, you can review it by going to the “My Grades” screen and clicking on the points you achieved for the desired quiz, this will then launch you into the quiz document.

**Completing Quizzes on an Expedited Basis:** Students are expected to take the lesson quizzes within a reasonable amount of time prior to the deadline. The key is to not take them late. In order to receive credit for any completed on-line quizzes they must be completed prior to the beginning of class on the day they are due.
What should students do or think if they struggle in this course? If you sense that you are struggling in any way in this class, please see me immediately so that I can help you. The fact is, after the semester is over, and all scores are tallied, my ability to help students in a way that would impact their grade is very limited.

Students scoring less than 70% on quizzes or exams will be referred to the Student Development Center for additional assistance.

Please see the course professor if you are struggling in the course and need any counsel or advice.

Honor Code: All students are expected to be honest in all their dealings in this class and to abide by the BYU-H Honor Code. Cheating or other violations may result in a failing grade for the course or other disciplinary action.

Cheating, as the term is used at BYUH, refers to actions such as the following on the part of a student:

1. A student sharing information with other students about the content of, or answers to examinations, on-line quizzes (except as specifically allowed as discussed above) or other graded work in which student interaction is not specifically allowed.
2. A student getting another person to take a quiz or exam in his/her place, or to prepare submitted work, which is then submitted as the student’s work.
3. A student who, either before or while taking a quiz or exam, visually or otherwise obtains information from another person’s quiz or exam.
4. A student using “crib” sheets or other unauthorized information while taking an exam.
5. A student gaining access, by theft or by any other means, to a quiz or exam or unauthorized information about a quiz or exam before it is taken.

Violations of the Honor Code in this class are taken very seriously. Students caught cheating will be referred to the Honor Code and will likely receive an F for this class. Do not compromise your integrity for something as insignificant eternally as a grade in this class.

Dress and Grooming Standards: The School of Business expects all business students to fully obey the dress and grooming code requirements in the BYUH Honor Code as located at http://services.byuh.edu/honorcode/BYUH_Honor_Code. Further, we expect all business students to adhere to a professional standard of attire and grooming in all business classes, activities, and presentations.

I am not going to reprint the entire Dress and Grooming section of the BYUH Honor Code. You have signed a “contract” and should already know and be obeying this code; however, here are some specific guidelines for students taking courses from the School of Business.

1. When making an oral presentation “aloha business” is the minimum standard. Far better is Sunday dress.
2. Men should always be clean shaven and have trimmed hair. Coming to class with beard stubble is not acceptable in the SCOB nor is hair that hangs over the ears or collar (or puffy “afro” or “frizz” styles where the hair is obviously too long but has been teased to make it stand upright).
3. Neither men nor women should wear athletic shorts, basketball shorts, cut-offs, or board shorts (this refers to any shorts similar to those that are typically worn while surfing) to any SCOB classes. Low-slung or extremely long-rise pants (often called the “gang-banger” look) are also unacceptable, even if the waistline is covered by a shirt.

4. Grubby attire, especially cut, torn, dirty, stained, or ragged clothing is unacceptable attire in SCOB classes.

5. Women’s fashions should be modest. Low-cut necklines, sleeveless tops, or form-fitting styles are unacceptable. Skirts and dresses should cover the knee. The same is true for shorts worn by women or men.

6. Men’s and women’s fashions should ensure that no skin or underwear is visible at the waistline (in front or in back) when standing, seated or during “normal” movement. T-shirts, blouses, or tops that merely “touch” or “brush” the top of the pants, shorts, or skirt do not meet this standard.

7. Hats should not be worn in any SCOB classes. This is true for baseball caps, knit caps, beanies, floppy “Rasta hats,” etc.

Students not in standards will be asked to leave to return home and rectify the situation.

Disruptive Behavior: The classroom should be free of disruptive or distracting behavior of students. This would preclude eating, talking on cell phones (please turn all cell phones off before entering the class), yelling, entering late or leaving early. In addition, online postings in any class forums should be done in a professional manner.

Preventing Sexual Harassment: Title IX of the education amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds, including Federal loans and grants. Title IX also covers student-to-student sexual harassment. If you encounter unlawful sexual harassment or gender-based discrimination, please contact the Human Resource Service at 780-8875 (24 hours).

Students with Disabilities: Brigham Young University-Hawai'i is committed to providing a working and learning atmosphere, which reasonably accommodates qualified person with disabilities. If you have any disability that may impair your ability to complete this course successfully, please contact the students with Special Need Counselor Leilani Auna at 675-3999 or 675-3518. Reasonable academic accommodations are reviewed for all students who have qualified documented disabilities. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and procedures. You should contact the Human Resource Services at 780-8875.

A DAILY SCHEDULE IS PROVIDED IN BLACKBOARD UNDER SYLLABUS IT IS ESSENTIAL THAT YOU REGULARLY REFER TO THIS SCHEDULE IN ORDER TO STAY ON TRACK WITH THIS CLASS
APPENDIX I– ACCOUNTING TERMINOLOGY FOR INCREASES & DECREASES

Background
When accountants describe accounting transactions, they tend to use certain terminology. Students who are familiar with this terminology tend to do better in accounting. With this in mind, I have included in the chart below some of the common phrases accountants use to describe increases and decreases in various accounts. For example, if an accountant were to say that a $50 sale on account was made, the translation of this statement would be that Accounts Receivable increased by $50 (i.e. a debit to A/R) and Sales revenues increased by $50 (i.e. a credit to Sales revenues).

**ASSETS**

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Additions i.e. Debits</th>
<th>Deductions i.e. credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Cash receipts, or cash received, or cash collected</td>
<td>Cash disbursements, or Cash payments</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Sale on account</td>
<td>Collection on account</td>
</tr>
<tr>
<td></td>
<td>Sold to a customer on account</td>
<td>Collection of a receivable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Received a payment on account</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Write off of a receivable</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
<td>Paid $X for next period’s expense</td>
<td>Expense on the income statement.</td>
</tr>
<tr>
<td></td>
<td>Paid a premium today for next year’s insurance</td>
<td>Amount of prepaid used up during the period.</td>
</tr>
<tr>
<td>Inventory</td>
<td>Purchases of inventory</td>
<td>Cost of Goods Sold</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inventory sold to customer</td>
</tr>
<tr>
<td>Property, plant &amp; equipment</td>
<td>Acquisition</td>
<td>Sale</td>
</tr>
<tr>
<td></td>
<td>Acquired</td>
<td>Disposal</td>
</tr>
<tr>
<td></td>
<td>Purchase</td>
<td></td>
</tr>
<tr>
<td>Notes Receivable</td>
<td>Issued a loan</td>
<td>Received principle payment</td>
</tr>
</tbody>
</table>

**LIABILITIES & EQUITY**

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Deductions i.e. Debits</th>
<th>Additions i.e. Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>Payments on account</td>
<td>Purchases on account</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Purchased today to be paid later</td>
</tr>
<tr>
<td>Wages Payable</td>
<td>Paid off wages payable</td>
<td>Wage expense</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accrued wages</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>Provided the promised service</td>
<td>Receives cash now for services to be provided in the future</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes Payable</td>
<td>Paid off principle on note</td>
<td>Borrowed $X on a note</td>
</tr>
<tr>
<td>Capital Stock</td>
<td>Repurchased capital stock</td>
<td>Issued capital stock</td>
</tr>
<tr>
<td></td>
<td>Purchased treasury stock</td>
<td>Issued common stock</td>
</tr>
<tr>
<td>Retained Earnings</td>
<td>Net Losses</td>
<td>Net Income</td>
</tr>
<tr>
<td></td>
<td>Dividends</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX II– TECHNICAL INFORMATION FOR VIEWING DVD LESSONS

The DVD for this course can run on either Windows OS or Macintosh computers. You will just need to ensure that you download the proper software type when you purchase your license key.

**Technical Support:** If you have a problem with running the DVD (especially off-campus on your own computer), please follow the steps below before calling technical support

1. Please read the Technical Issues and Fixes section to see if your problem has an immediate fix. The Technical Issues and Fixes are available under the Help menu in the Accounting software.
2. If your problem relates to the 2xAV Enounce plug-in, please see the Enounce technical support in the left window panel.
3. If you cannot remedy your problem, click the Help menu and then Send Diagnostics. This function will scan your computer and then display a window. Please fill in the appropriate information and click E-mail. This will send an e-mail to our technical support team with your computer's information, which helps us diagnose your problem very quickly. Typically, our team can respond back within a few moments. If you are unable to send the diagnostic report then call technical support
4. Call technical support. Before you call, please perform the above Send Diagnostic function and press Print. This will print out the information our team needs to help you. Please be at your computer when you call.

Issues that our technical support team do not handle:

- Issues with BlackBoard. For assistance with these issues, contact Br. Kimball.
- Problems with your computer's hardware or operating system.

**Contact Technical Support**
e-mail: [technical_support@byu.net](mailto:technical_support@byu.net)
Or call 1 (801) 836-5649 during the technical support hours: Monday-Friday 9:00AM-6:00 PM (this is Arizona time).
Suggestions for the future:

Simplify the packet to provide a workbook which students are required to turn in every day.
Create flash cards for the workbook.
Add an extra review day for Lesson 4 by shortening the time used for Lessons 1-3.