

Syllabus: Accounting 203/Management Accounting – Spring 2015

Bellevue College, Instructor: Judith Paquette

(Item # 5020, Section B, T/Th: 10.30-12.20, also meets Friday: 11.30-12.20)

THIS CLASS WILL BE USING CANVAS FOR ITS COMMUNICATION, GRADES, & MANY ASSIGNMENTS!**Contact:** The **BEST** way to reach me is through **email**. **PLEASE USE CANVAS FOR ALL EMAILS.**

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

Office Location: **C207G****Business Study Center: C207K (right by my office)**Office Hours: **T, W, Th: 9.30 a.m.-10.20 a.m W: 10.30 a.m –11.20 a.m.** Or by appointment.

Office Phone: 425-564-2133

Email: judith.paquette@bellevuecollege.eduBusiness & Economics Study Center: **C207K –my 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 just drop by my office.

Canvas Website (use WITH CLASS): <https://bc.instructure.com/courses/1107749>Business Transfer Website: <http://www.bellevuecollege.edu/businesstransfer/>

FACEBOOK: Bellevue College Business Leadership Club (BLC)

My former website: <http://personal.bellevuecollege.edu/jpaquett/>

Prerequisites. Accounting 202 with a C or better. College level reading, writing, and basic math (through fractions, percents, and Algebra). Comfortable with ratios and numeric relationships.

Strongly desired. Working knowledge of Excel, Word or equivalent.

Text. Garrison/Noreen, Managerial Accounting, 14th Edition (McGraw-Hill Irwin, 2012) RENT for \$45 (bookstore). **Coursepack** (bookstore).

Course Requirements:

Yes, two hours for every hour spent in class!	Points
Introductory – posting to Discussion (Canvas)	5
Three Exams – Three multi-chapter exams including a comprehensive final exam.	300
ONLINE – Chapter outlines (7)	21
ONLINE – Three Practice Exams	15
Quiz –Writing Quizzes(4)	TBD
Participation - in-class TEAM assignments--handouts/assignments (including homework presentations)	5
Homework - Chapter Assignments (7)	21
Projects: – Individual and Group projects	70
TOTAL	Around 450

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

GRADE	POINTS	PERCENTAGE
A	4.0	92-100
A-	3.7	90-91
B+	3.3	88-89
B	3.0	82-87
B-	2.7	80-81
C+	2.3	78-79
C	2.0	72-77
C-	1.7	70-71
D+	1.3	68-69
D	1.0	62-67
F	0.0	BELOW 62

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

Expected time outside of class

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.

For classes, students are required to spend at least **two hours outside of class for every hour I class**. Make sure you manage your time well.

Exams	<p>There will be THREE EXAMS given, at approximately the 3rd, 7th, and 11TH weeks of the quarter.</p> <p>Early exams may be arranged in the advance with the instructor. IN GENERAL, NO MAKE UP EXAMS WILL BE GIVEN.</p> <p>Exam 1 covers chapters 1, 2, and 5. Exam 2 covers chapters 3, 10, and 13. The final is comprehensive and also chapters 8, 12, and part of ch 11. Exams are <u>closed book, closed notes</u>.</p>
Chapter Outlines - <u>Submit via CANVAS by the deadline</u>	<p>Learn to read a textbook! To prepare yourself for the chapter, you are required to submit chapter questions or outlines at the beginning of each chapter. This is designed to help you get more out of the class discussion by having the class discussion be the second time you see the material. Put the outline in your own words and don't hesitate to include examples from the textbook. <u>Submit via CANVAS by midnight of the deadline.</u></p>
Homework	<p>Chapter homework assignments are listed on the Schedule and are due as listed <i>at the beginning of class</i>. <u>Keeping up with homework is vital to your success in this class!</u></p> <ul style="list-style-type: none"> • Each student completes or attempts ALL of the homework and brings these solutions to class. • Instructor will COLLECT homework completed individually. • Reality: Students who attempt the homework <i>before</i> it is covered in class usually earn an A grade. If you can't make it to class when it is due, <u>submit via CANVAS by the deadline</u>
Practice exams – Discussion Forum <u>Submit via CANVAS</u>	<p>Practice exams will be posted the Friday night before an exam week. To get credit for the practice exam, you must participate in the Discussion Forum (see instructions). Solutions will be posted <i>very close to the exam</i>, to encourage you to study on your own. <u>Submit via CANVAS by midnight of the deadline.</u></p>
Computer Lab	<p>You may be assigned an independent computer lab to work on in lieu of one class period. You are encouraged to review the lab early to ask any questions.</p>
Projects	<ul style="list-style-type: none"> • The project will involve a paper and possibly, a presentation. It will be based on the case method. <u>Submit via CANVAS by midnight of the deadline.</u>
Email feedback <u>Submit via CANVAS</u>	<p>I will 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.</p>
Student Absences:	<p>In the event of absences, it is his/her responsibility to obtain missed class lecture notes, hand-outs, and assignment from another student, or <i>CHECK THE WEBSITE</i>. When you need to miss: CONTACT THEM IN <u>CANVAS</u>!</p>
Helping you succeed	<p>The Business Transfer Program encourages you to make use of our study center (The <u>Business & Economic Study Center</u> located at C207K. Student tutors are available according to the schedule posted. You may use the study center to meet with your group or to interact with other students. Students find the study center to be extremely helpful to their success.</p> <p>Read lecture notes (PowerPoint slides), Review the textbook. • Study in groups and start early on homework assignments and projects.</p> <ul style="list-style-type: none"> • You can use the Discussion page to post questions, this way, you may get answers faster from your classmates or the instructor. • Homework assigned is a <u>minimum</u> and must be turned in ON TIME. You need to do much more (especially chapter review problems) on your own in order to succeed.
Participation	<p>What is Participation? We do a LOT of group work and everyone needs to help the group succeed! Be on time. Near perfect attendance. You earn points for being here and participating with your TEAM and you lose points for skipping or being unprepared. A constructive attitude!.</p> <p>Being Ready: Homework done <u>BEFORE</u> class time. Having some knowledge of the material before it is presented in class so that you can provide some regular verbal input (question, comment, observation, an opinion).</p> <p>Etiquette: Please do not talk when someone else has the floor, the teacher or another student. <i>And yes, I have kicked students out for this. . . . (But I always invite them back the next day).</i></p> <p>I WELCOME collaborative learning, but not when it disturbs others. <u>If you find that the energy & enthusiasm of the classroom is too distracting, please let me know immediately.</u></p>

Review sessions	Prior to exams, if desired, review sessions will be scheduled during class time or in addition to class time. View the calendar to get the exact times. You will drive the review sessions, not me. When your questions cease, the session will end.
Standard of Behavior	All interactions will be evaluated as to whether they are acceptable in the business environment. This includes interactions in the class, 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.
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</p> <p>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.
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.
Accommodations	<p>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.</p> <p>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.</p> <p>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</p>
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.
Declare your business major	<p>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 Transfer Program 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:</p> <p>lyris@list.bellevuecollege.edu. In the body of your message write SUBSCRIBE bcbusiness</p>

Late Policy	No make-up quizzes will be allowed. An assignment received AFTER THE TIME THAT THE OTHERS HAVE BEEN COLLECTED 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.</i>
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Managerial Accounting involves the analysis and evaluation of timely and relevant accounting information for planning, motivating/directing, controlling and decision-making so as to make profit or meet other objectives of the organization. Students concentrate on the use of information by *business managers and decision makers*.

Learning Outcomes. The Student will be able to:

1. Develop a general understanding of the uses/benefits of accounting information in an organization and provide a framework for applying this information in a simulated setting.
2. To identify cost terms, concepts, and behaviors as they relate to accounting information systems.
3. To recognize/use cost-volume-profit relationship tools for decision making.
4. To understand budgeting techniques, variance analysis and other tool including relating standard systems to managerial performance.
5. Create accounting models for use in decision making, capital budgeting, differential analysis and other performance measures.
6. Demonstrate “test for understanding” skills with the instructor, to assure he/she is on track with the course assignments and expectations.
7. Improve the following skills: learning, written communication, teamwork, deductive reasoning, and critical thinking.

This is a TIGHTLY-SCHEDULED and FAST-PACED course. You will be required to apply what you learned in Acct 201 & 202 and make decisions for a company. The materials take you into the world of business cases, make or buy analysis, capital budgeting and manufacturing. We have no time to take a break or revisit material – it is VERY HARD to catch up if you slack off. Having said that, please contact me EARLY if you need extra help or want to optimize your time in the Study Center.

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.

Tips to Improve your Understanding of the Course: Do you know how to read a textbook? (I learned my 5th year of my Master's degree program. Don't wait until then; see my website for a few tips!) **WEBSITE:** <http://personal.bellevuecollege.edu/jpaquett/>
Scroll down and Click on **Tips For Learning.**