



skills. We recommend that you consult the Reading/Writing lab <http://bellevuecollege.edu/writinglab/> with the drafts of your assignments and that you make use of the Library Media Center <http://bellevuecollege.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. We recommend that you subscribe to the Business listserv to get notices of events and application deadlines: send a message to: [lyris@list.bellevuecollege.edu](mailto:lyris@list.bellevuecollege.edu). In the body of your message write **SUBSCRIBE bccbusiness**.

Division Policies and Procedures: <http://bellevuecollege.edu/socsci/policies.asp>

## How to succeed in this course

***This is a TIGHTLY-SCHEDULED and FAST-PACED course, the later materials are built on top of the previous materials and get harder and harder. We have no time to take a break or revisit material – it is VERY HARD to catch up if you slack off. For the first 1/3 of the course, we will cover TWO to THREE chapters per week. Then we slow down to ONE chapter a week as the materials get much more complicated after Chapter 7. The last couple of weeks will be very busy with the Team Project.***

- Attend **ALL** classes, and **turn off** cell phones during class. **Preview** and **print out** the lecture notes **before** class, make sure you leave enough spaces to write down MORE notes, and **Review** lecture notes **after** class.
- Make good use of the resources (solution manual, available documents and resources in course website), see tutors for special help.
- Homework assignments are really the **minimum** requirement for exercises and must be turned in **ON TIME (at the beginning of the class)**. You need to do a lot more extra work and especially chapter review problems on your own in order to succeed.
- **Study in groups** and **start early** on projects.

## Course Requirements

|  |             |
|--|-------------|
| <b>Attendance and Participation:</b>   | 5%          |
| <b>Homework:</b> homework will be assigned almost every class, and due on the next class. Check the lecture notes for details.   | 10%         |
| <b>Quizzes:</b> There are <b>EIGHT</b> in class and/or take home quizzes.  | 10%         |
| <b>Exams:</b> There are <b>TWO</b> in-class exams, on the 4th and 8th week. Exams are closed book, close notes. <b>ONLY TWO Standard Letter Size cheat sheets will be allowed (4 pages).</b> | 30%         |
| <b>Project – Individual Report Part</b>  | 10%         |
| <b>Project – Team Report Part</b>  | 10%         |
| <b>Final:</b> Exam will be cumulative, but more concentrated on the stuff after the 2 <sup>nd</sup> Exam (80%+).   | 25%         |
| <b>Total</b>   | <b>100%</b> |

## Assignment Policies No Exception!

***There is a significant amount of assignments in this class.*** You can expect to spend **a minimum of 15 hours per week** to study and to complete the assigned work. **Make sure that you can spend at least that much time this quarter.** If you are overloaded with other work, this may not be the right quarter for you to take this class. **Make sure you are NOT OVERLOADED!!**

Since our textbook has some print errors, **treat lecture notes as the “model” if there are any “conflicts” between the textbook and the lecture notes.** You may find the

assigned **reading assignments** and **homework problems** at the **last** couple slides (the one before the “END”☺) of each chapter lecture notes.

All assignments are due at the beginning of the class, and will be accepted only if you are present in class. Any assignment turned in 5 minutes past the starting of the class will be considered late.

### **Late Work Policy:**

- 1) You have a total of **THREE FREE LATE DAYS** in the quarter:
- 2) Late days are counted by **CALENDAR DAY**, each late day may only apply to **ONE assignment**, and may **ONLY** be used in homework and/or individual report (NOT applicable on take-home Quiz).
- 3) After all three free late days are used up, there will be no late homework will be accepted.
- 4) **NO credit** will be given after the homework solution has posted, regardless how many free late days you have left.
- 5) **All late assignments must be submitted to D-110 for date/time stamp.** Make sure you put down the class title, the section number and the instructor name clearly.

The Project has THREE parts: Team Contract, Individual Report and Team Report.  
**NO LATE TEAM REPORT!**

**NO MAKEUP EXAMS**, however, alternative exams may be scheduled **ahead of time with at least 48 hours prior notice.**

### **Grading**

|           |    |     |
|-----------|----|-----|
| 93 – 100% | A  | 4   |
| 90 – <93  | A- | 3.7 |
| 87 – <90  | B+ | 3.3 |
| 83 – <87  | B  | 3.0 |
| 80 – <83  | B- | 2.7 |
| 77 – <80  | C+ | 2.3 |
| 73 – <77  | C  | 2.0 |
| 70 – <73  | C- | 1.7 |
| 67 – <70  | D+ | 1.3 |
| 60 – <67  | D  | 1.0 |
| Below 60  | F  | 0   |

**Note 1: A passing grade will not be given unless ALL REQUIREMENTS of the course are completed.**

**Note 2: In order to be fair to everyone, NO GRADE NEGOTIATION!!!**

### **The Meaning of Grades Earned in This Class**

#### **“A” GRADES INDICATE “OUTSTANDING” ACHIEVEMENT**

The A student:

Demonstrates consistent mastery of leading outcomes for the course; demonstrates ability to interpret, integrate, and apply learning outcomes beyond the context of the course through application of critical and creative thinking skills; completes work assignments that consistently exceed requirements and that interpret and apply objectives in new, unique, or creative ways; demonstrates consistent leadership in class participation activities.

## **“B” GRADES INDICATE “HIGH” ACHIEVEMENT**

The B student:

Demonstrates a high level of competence in learning outcomes for the course; demonstrates ability to interpret, integrate, and apply learning outcomes within the context of the course through application of critical and creative thinking skills; completes work assignments that consistently meet most requirements; demonstrates regularly to class participation activities.

## **“C” GRADES INDICATE “SATISFACTORY” ACHIEVEMENT**

The C student:

Demonstrates a satisfactory level of competence in learning outcomes for the course; demonstrates competent ability to interpret, integrate, and apply learning outcomes within the context of the course; completes work assignments that satisfy minimum requirements for the course; satisfies minimum requirements for class participation activities.

## **“D” GRADES INDICATE “POOR” ACHIEVEMENT**

The D student:

Demonstrates minimum competence in some learning outcomes for the course; completes work assignments that usually meet minimum requirements for the course; contributes inconsistently or infrequently to class participation activities.

## **“F” GRADES INDICATE “UNSATISFACTORY” ACHIEVEMENT**

The F student:

Typically doesn't do much work, rarely shows up, and doesn't drop the course by the deadline; cannot demonstrate competence in many or fundamental learning outcomes; does not complete the assigned work or submits work that does not meet minimum requirements; does not satisfy minimum requirements for attendance or contribution to class activities.

### **Special Accommodations**

Student requiring any special accommodations for the class should make arrangements at the beginning of the term through the DRC at B132. See details at <http://bellevuecollege.edu/drc/>

### **Policy Regarding Plagiarism, Stealing and Cheating**

Cheating includes, but is not limited to:

- Turning in assignments or papers or tests/quizzes that have been used in other classes, including a previous enrollment in this class by you or another person.
- Copying answers on any written or practical exam/quiz
- Glancing at nearby exams.
- Two different people working together on the same assignment and submitting the same file from each person as individual work
- Giving and/or receiving help during an exam/quiz
- Disk copying, purchasing/selling answers to any portion of the course
- Misrepresenting file creation dates in any way
- Lack of reference for the source of cited information
- Copying information for written work and representing it as your writing

Stealing includes, but is not limited to, taking the text, notes, exams, library books or other personal property of others without their permission.

Plagiarism is presenting the words, ideas, and/or work of others as if it is an individual's own work. It includes, but is not limited to, using other's papers as one's

own and including parts of published works without giving credit where credit is due.

If you choose to cheat, steal or plagiarize, one or more of the following actions will be taken:

- You will receive a zero for the assignment.
- You may receive a failing grade for the course.
- A report of the incident will be forwarded to the Program Chair and the Dean of Student Services. He/she may file the report in your permanent record and/or take further disciplinary action.

If you feel you have been unfairly accused of any of the above, you may appeal. For a description of due process, see WAC 132H-120, available in the Dean's office.

**BA 240 Spring 2014 Tentative Schedule (Mon/Wed)**  
*(Subject to adjustment – changes will be announced at the beginning of class)*

| DATE   | READING TOPICS  | HOMEWORK                             | QUIZZES | EXAMS                                  | PROJECT                          |
|--------|---|--------------------------------------|---------|--|----------------------------------|
| Apr 7  | Syllabus, Overview,<br>Chapter 1: 1.1 – 1.6<br>Chapter 2: 2.1 – 2.2 | Math Assessment Test                 |         |  |                                  |
| Apr 9  | Chapter 2: 2.3 – 2.8  |                                      |         |  |                                  |
| Apr 14 | Review Chapters 1 and 2<br>Chapter 11: 11.1 – 11.3                  | HW 1 Due (Ch. 1)                     | Quiz 1  |  |                                  |
| Apr 16 | Chapter 3: 3.1 – 3.7<br>Chapter 4: 4.1                              | HW 2 Due (Ch. 2)                     | Quiz 2  |  |                                  |
| Apr 21 | Chapter 4: 4.2 – 4.4<br>Exam 1 Review                               | HW 3 Due (Ch. 3)                     | Quiz 3  |  |                                  |
| Apr 23 | Chapter 5: 5.1 – 5.2  | HW 4 Due (Ch. 4)                     | Quiz 4  |  | Part 1: Data &<br>Contract Due   |
| Apr 28 |   |                                      |         | Exam 1<br>(Ch. 1-4)                    |                                  |
| Apr 30 | Chapter 5: 5.3<br>Chapter 6: 6.1 – 6.3                              |                                      |         |  |                                  |
| May 5  | Chapter 7: 7.1 – 7.5<br><i>Excel Lab</i>                            | HW 5 Due<br>(Ch. 5 and 6)            |         |  |                                  |
| May 7  | Chapter 8: 8.1 – 8.2  |                                      | Quiz 5  |  |                                  |
| May 12 | Chapter 8: 8.3 – 8.5  | HW 6 Due (Ch. 7)                     |         |  | Part 2: Individual<br>Report Due |
| May 14 | Review Chapter 8<br>Exam 2 Review                                   |                                      | Quiz 6  |  |                                  |
| May 19 | Chapter 9: 9.1 – 9.2  | HW 7 Due (Ch. 8)<br>HW 8 Due (Ch. 8) |         |  |                                  |
| May 21 |   |                                      |         | Exam 2<br>(Ch. 5-8)                    |                                  |
| May 26 | ☺ No Class ☺  |                                      |         |  |                                  |
| May 28 | Chapter 9: 9.3 – 9.4<br>Chapter 11 Overview                         |                                      |         |  |                                  |
| Jun 2  | Review Chapter 9<br>Chapter 11: 11.3 – 11.9                         | HW 9 Due (Ch. 9)                     |         |  |                                  |
| Jun 4  | Team Project Demo<br><i>Excel Lab</i>                               | HW 10 Due (Ch.9)                     | Quiz 7  |  |                                  |
| Jun 9  | <i>Excel Lab</i>  |                                      |         |  |                                  |
| Jun 11 | Team Project Q & A<br><i>Excel Lab</i>                              |                                      | Quiz 8  |  |                                  |
| Jun 16 | Review Chapters 9 -- 12<br>Potluck Party                            |                                      |         |  | Part 3: Team Report<br>Due       |
| Jun 18 | <b>Final Exam</b><br><b>9:30am – 11:20am</b>                        |                                      |         | <b>Final Exam</b><br><b>(Ch. 1-12)</b> |                                  |

**BA 240 Spring 2014 Tentative Schedule (Tue/Thu)**  
*(Subject to adjustment – changes will be announced at the beginning of class)*

| DATE   | READING TOPICS  | HOMEWORK                             | QUIZZES | EXAMS                                  | PROJECT                          |
|--------|---|--------------------------------------|---------|--|----------------------------------|
| Apr 8  | Syllabus, Overview,<br>Chapter 1: 1.1 – 1.6<br>Chapter 2: 2.1 – 2.2 | Math Assessment Test                 |         |  |                                  |
| Apr 10 | Chapter 2: 2.3 – 2.8  |                                      |         |  |                                  |
| Apr 15 | Review Chapters 1 and 2<br>Chapter 11: 11.1 – 11.3                  | HW 1 Due (Ch. 1)                     | Quiz 1  |  |                                  |
| Apr 17 | Chapter 3: 3.1 – 3.7<br>Chapter 4: 4.1                              | HW 2 Due (Ch. 2)                     | Quiz 2  |  |                                  |
| Apr 22 | Chapter 4: 4.2 – 4.4<br>Exam 1 Review                               | HW 3 Due (Ch. 3)                     | Quiz 3  |  |                                  |
| Apr 24 | Chapter 5: 5.1 – 5.2  | HW 4 Due (Ch. 4)                     | Quiz 4  |  | Part 1: Data &<br>Contract Due   |
| Apr 29 |   |                                      |         | Exam 1<br>(Ch. 1-4)                    |                                  |
| May 1  | Chapter 5: 5.3<br>Chapter 6: 6.1 – 6.3                              |                                      |         |  |                                  |
| May 6  | Chapter 7: 7.1 – 7.5<br><i>Excel Lab</i>                            | HW 5 Due<br>(Ch. 5 and 6)            |         |  |                                  |
| May 8  | Chapter 8: 8.1 – 8.2  |                                      | Quiz 5  |  |                                  |
| May 13 | Chapter 8: 8.3 – 8.5  | HW 6 Due (Ch. 7)                     |         |  | Part 2: Individual<br>Report Due |
| May 15 | Review Chapter 8<br>Exam 2 Review                                   |                                      | Quiz 6  |  |                                  |
| May 20 | Chapter 9: 9.1 – 9.2  | HW 7 Due (Ch. 8)<br>HW 8 Due (Ch. 8) |         |  |                                  |
| May 22 |   |                                      |         | Exam 2<br>(Ch. 5-8)                    |                                  |
| May 27 | Chapter 9: 9.3 – 9.4<br>Chapter 11 Overview                         |                                      |         |  |                                  |
| May 29 | Review Chapter 9<br>Chapter 11: 11.3 – 11.9                         | HW 9 Due (Ch. 9)                     |         |  |                                  |
| Jun 3  | Team Project Demo<br><i>Excel Lab</i>                               | HW 10 Due (Ch.9)                     | Quiz 7  |  |                                  |
| Jun 5  | <i>Excel Lab</i>  |                                      |         |  |                                  |
| Jun 10 | Team Project Q & A<br><i>Excel Lab</i>                              |                                      | Quiz 8  |  |                                  |
| Jun 12 | Review Chapters 9 -- 12<br>Potluck Party                            |                                      |         |  | Part 3: Team Report<br>Due       |
| Jun 17 | <b>Final Exam</b><br><b>1:30pm – 3:20pm</b>                         |                                      |         | <b>Final Exam</b><br><b>(Ch. 1-12)</b> |                                  |