

Syllabus: Accounting 202/Fundamentals of Accounting— Winter 2013/ONLINEBellevue College, Instructor: **Judith Paquette**

Contact: The **BEST** way to reach me is through **email**.
 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: 12.30 p.m –1.20 p.m.** Or by appointment. Or drop in.

Office Phone: 425-564-2133

Email: judith.paquette@bellevuecollege.edu (Please use CANVAS email for all correspondence; but if CANVAS is not working, please use this email account).

Business & Economics Study Center: C207K –my office is next DOOR! Stop in and say “hi”.

I monitor discussion and 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.

Website: <http://personal.bellevuecollege.edu/jpaquett/>

Business Transfer Website: <http://bellevuecollege.edu/business/transfer/>

Prerequisites. Acctg& 201 with C- or better. College level reading, writing, and basic math (through fractions and percents). IT IS CRUCIAL THAT YOU HAVE A SOLID UNDERSTANDING OF ACCOUNTING& 201 IN ORDER TO BE SUCCESSFUL IN ACCT 220!

Strongly desired. Working knowledge of Excel and Word. Solid knowledge of algebra.

Text. Weygandt, Kimmel, Keiso Financial Accounting, 7th Edition (Wiley, 2010) Available for RENT at about \$40 (bookstore)

Course Requirements:

50 hours minimum on course website!!

	Points
Three proctored exams taken on campus	300
Quizzes: Course Overview Quiz. Also Six Chapter Quizzes (20 multiple choice questions each) in <u>Assessments</u> . These may be taken twice per chapter but each exam will be different. Note: one chapter is at the end of the textbook, Appendix C.	70
Discussion Forums : Introduction. –read all postings and reply to at least five for full credit.	5
Six chapter Reading Assessment -- Question Sets provided in advance in Learning Module Handouts	60
Seven Homework Assignments	35
Group Discussion Forums : Chapter Discussions on chapter exercises– solutions and calculations will be required for your brief exercise and will be checked by you and your classmates- three entries per week	35
Three Practice Exams – discussion Forums	15
Mini Projects: (Accounting 201 review and Retirement Lab plus Essay)	20
Project: Financial Statement/10k Research Lab and analysis (due in three parts) – Group Project	75
TOTAL (Final results may be adjusted based on results in proctored exams)	Around 615

Grading: The grade will be a numeric grade per BCC 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 Club, (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.

Mandatory attendance and expected time outside of class

The Business Transfer Program prepares students for careers in business. All the courses in the program are second-year courses that are **rigorous** and have many requirements.

For online classes, students are required to spend at least 50 hours on the course website and a total of

	<p><u>10 to 15 hours per week</u> on the entire course. An online class does not reduce any course requirements. Instead, it only offers you the flexibility of creating your own learning schedule. Make sure you manage your time well.</p>
Exams	<p>There will be THREE PROCTORED EXAMS given at BC main campus, at approximately the 4th week, the 8th week, and the weekend closest to the finals period. If you are unable to make the scheduled times, you have to arranged your testing at an eligible testing center at your own cost. You must provide a stamped envelope with the instructor's address to the testing center.</p> <p>Note: If you do not live in the local area (distance over 100 miles), you may fill out the "Off Campus Proctor Exam Request Form" (posted under <i>Getting Started</i> folder), and fax the form to 425-564-3108 Attn: Judith Paquette. Please note the last day to submit the form on <i>Calendar</i>. Once your request is approved, you may take the exams and final at your local area with an eligible testing center (fees may apply).</p> <p>Exam 1 covers Ch 9 and Ch 10, Exam 2 covers Ch 11 and Ch 12, and the final is comprehensive and also includes Appendix C (back of textbook, after chapter 14). Exams are <u>closed book, closed notes</u>. TWO different time slots will be offered for each proctored exam, on Friday evening and Saturday morning, please check the Calendar under Course Tools for details. Make sure you SIGN-UP with ONE slot as soon as you can. No make-up exams are allowed, however, alternative exams may be scheduled on campus ahead of the scheduled time with at least 72 hours prior notice.</p>
Chapter Quizzes	<p>Chapter Quizzes are open from Friday 8 am to Sunday midnight. They may be taken twice and the highest score is logged. This accommodates for any technology glitches. They are 20 questions multiple choice and must be completed in 1 hour. You are on the honor system to do them closed book and closed notes.</p> <p>You are allowed to take two quizzes per chapter during <u>designated times</u>. The best score will be logged. Remember, the quizzes come from an extensive test bank and they will be different every time that you take it.</p>
Chapter Reading Assessments	<p>There will be a reading assessment at the beginning of each chapter. It is open on Sunday 8 a.m. to Tuesday midnight. The reading assessment requires that you read the chapter and answer the questions that are already posted on the Learning Module page with the chapter handouts.</p> <p>The answers to these questions must be in your own words. Do not copy verbatim from the textbook nor copy and paste from other sources. Prepare all your answers before you complete the assessment. Students have given feedback that these reading assignments help to understand the concepts.</p>
Homework	<p>Chapter homework assignments are due Thursday and will be graded on a timely basis. Homework and chapter assessments will be graded within a week of submission unless extenuating circumstances prevent this. Any delays will be announced on the course website. Students are strongly encouraged to use WileyPlus for homework (see homework instructions). WileyPlus is an online homework management system and allows for additional practice of non-assigned exercises.</p>
Practice exams	<p>Practice exams will be posted the Monday night before an exam weekend. You are expected to complete the exam in test conditions. Solutions will be posted <i>very close to the exam</i>, to encourage you to study on your own. To get credit for the practice exam, you must participate in the Discussion Forum (see instructions).</p>
Group Discussion forum	<p>You will be required to participate in Group Discussion Forums are open for the week. <u>You will be assigned a group by the end of the first week</u>. <u>Within this group</u>, you must submit a brief exercise or exercise that is NOT assigned as homework and that has NOT been posted by another classmate. You must also check one classmates' work. Only one check each. You must read ALL posts to get full points. Comments should be thoughtful and provide good feedback, not just "ok", or "looks good." Each week, you will submit an exercise by Thursday (midnight) and check an exercise by Sunday (midnight). To get full credit, you must thoroughly participate in the forum.</p>
Projects	<p>A series of short projects will be assigned throughout the quarter related to accounting. See Schedule. They will cover financial statements, present value calculations for retirement planning, and a financial statement analysis.</p>
Email feedback	<p>I will monitor discussions and email on a daily basis on weekdays. If you do not receive a reply within 24 hours on weekday, please resend your email.</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> currently 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, Watch the video lectures</p> <ul style="list-style-type: none"> • Study in groups and start early on homework assignments and projects. • Use Discussion as much as possible for your questions, this way, you may get answers faster from your classmates or the instructor. Use General Discussion, not Required Discussion. • Homework assigned is a minimum and must be turned in ON TIME. You need to do much more (especially chapter review problems) on your own in order to succeed.
Review sessions	Prior to exams, review sessions will be scheduled on campus. View the calendar to get the exact times.
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 the 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	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: lyris@list.bellevuecollege.edu . In the body of your message write SUBSCRIBE bccbusiness
Late Policy	No late Discussion posts will be accepted. No make-up quizzes will be allowed. An assignment received AFTER THE TIME THAT THE OTHERS HAVE BEEN 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>

Learning Outcomes. The Student will be able to pick up any (domestic) Company's Financial Statement and assess that company's financial stability, cash flow prospects, & balance sheet:

1. Analyze a company's current liabilities and long-lived assets; Prepare depreciation and amortization journal entries. Understand and calculate **money** valuation using the time value of money principles.
2. Discuss and account for debt financings and corporate stock transactions, and their valuation.
3. Prepare and analyze a cash flow statement; Identify/apply the tools for evaluating a company's performance.
4. Create an Excel spreadsheet of selected accounting information, including formatting, calculating, and labeling of financial data.
5. Improve "test for understanding" skills with the instructor, to assure he/she is on track.

This is a TIGHTLY-SCHEDULED and FAST-PACED course, and will feel very different to you from Accounting 201. The materials take you into the world of Balance Sheet analysis, time value of money, cash flow. 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 attend one of the on campus Accounting 202 class and I will try to arrange this.

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

WITHDRAWAL POLICY If you decide to drop the class, it's okay. Students who do not officially withdraw will have their grade calculated on the number of points earned divided by the total possible points assigned for the entire quarter. Please act responsibly and officially withdraw from any classes you choose not to complete. Unless you **formally** drop by the deadline (I think it's the end of the 7th week from the start of the quarter, but check the course schedule to be certain), you will receive an F grade, with 0.0 grade points. There may be a situation that warrants an NC grade, which does *not* put grade points on your record. If you reach this point, see me.

Please note: THE LEGAL STUFF: This syllabus was constructed as a tentative plan for how the course will proceed. A number of conditions and circumstances may arise which can alter the topics, schedule, activities, materials, etc. The faculty member reserves the option to make any changes, as she deems necessary.

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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.**