

Syllabus: Accounting 201/Fundamentals of Accounting, Fall 2010-Room D274C

Bellevue Community College, Instructor: Judith Paquette e-mail: jpaquette@bellevuecollege.edu

(Item #5483, Section D), Mon/Wed Time: **11.30-1.20 p.m. AND Friday 12.30-1.15 p.m.**

(Item #5484, Section E) Tues/Thurs, Time: **11.30-1.20 p.m. AND Friday 11.30-12.15 p.m.**

My office **C207G**: 425-564-2133 or 564-2331 (Social Science Division Office), fax: 425-564-3108

Business Study Center: **C207K**

WEBSITE: <http://personal.bellevuecollege.edu/jpaquette/>

Office Hours. T,W,Th: **10.30 a.m.-11.20 a.m., T: 9.30 –10.30 a.m.** Or by apt. Email me at any time.

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 4 companies, including 2 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.

Text. Weygandt, Kimmel, Keiso Financial Accounting, **7th Edition** (Wiley, 2010)

Required: Purchase of marker(s) to be used on transparencies for presentation of homework to class (Vis-à-vis, or Sharpie brand, etc.), **Study Guide:** Optional

Prerequisites. English 101 . College level reading, writing, and basic math (through fractions, percents, and Algebra).

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

Learning Outcomes.

1. Demonstrate knowledge of accounting concepts; describe the steps of the accounting cycle
2. Perform basic analysis, including oral and written interpretation of accounting information for decision-making, and assessment of a business' performance.
3. Describe the purpose & application of selected accounting assumptions, principles, and exceptions in modern accrual accounting.
4. Solve basic accounting problems--written, orally, mathematically, using proper processes.
5. Create an **Excel** spreadsheet of selected accounting information, including formatting, calculating, and labeling of financial data.
6. Improve "test for understanding" skills with the instructor, to assure he/she is on track.
7. Make several **oral** presentations of homework problems to the class. Improve the following skills: learning, **written** communication, **teamwork**, **deductive reasoning**, and **critical thinking**.

Nature of the Course/Instructional Methods. This class is based on **Active Learning** principles in which student questions and presentations complement instructor-facilitated discussions and mini-lectures. Students will work in teams on a **daily basis**. Instructor will introduce accounting topics with the comments/ideas of **student teams**. **In order to be ready for this, you will need to keep up with your reading. I WILL TEST YOU ON YOUR READING WITH OCCASIONAL QUIZZES AT THE BEGINNING OF EACH CHAPTER.** Instructor will give overviews/detailed information where appropriate; the student takes notes.

LATE ASSIGNMENT POLICY: READ THIS ONE!!! (Does NOT apply to exams, read below).

Assignment due dates will be announced in advance and the assignments will be collected at the **BEGINNING** of the period in which they are due. An assignment received during class time **ON THE DUE DATE BUT AFTER THE TIME THAT THE OTHERS HAVE BEEN COLLECTED** WILL BE CONSIDERED LATE AND **LOSE 5 points!** Assignments received after class is over (**ON THE DUE DATE**) will be considered **ONE DAY LATE** AND **LOSE an additional 10%** of the total possible points for the assignment. If the assignment is turned in the next day, an additional 10% will be deducted. **NO ASSIGNMENTS WILL BE ACCEPTED AFTER 1 SCHOOL DAY HAS PASSED**, e.g., if due Thursday, won't be accepted after Friday, close of business. **Hint: If you think you'll have trouble with this policy, turn in your assignments one day EARLY.**

1) Other classtime will be divided as follows:

- **“Openers”:** Many chapters will begin with student being asked to make comments or asking questions from their reading. Instructor will give brief quizzes about the general topic and accounts to be discussed in each chapter.
- **Homework:** Keeping up with homework is vital to your success in this class! The instructor will assign homework problems in the **previous class time for the current class:**
 - **Each student** completes or attempts ALL of them and brings these solutions to class.
 - **Instructor** will check homework completed **individually**.
 - **Each team** will present one homework problem (pre-assigned), either individually or as a team. ALL PRESENTATIONS MUST BE DONE ON THE OVERHEAD PROJECTOR (or camera, if available), USING A TRANSPARANCY.
 - **Homework review.** There will be a class discussion of the solution. Students and instructor question/examine/consider/debate the solution.
 - **Tips:** I also want to see that you have an understanding of the proper format. Please note the difference between Qs, MCs, SEs, Es, Ps, and FSAs etc. in the assignment. Keep your homework until the day of the test. You may need it! **Reality:** Students who attempt the homework *before* it is covered in class usually earn an A grade.
- **Activities, cases,** will give the student the opportunity to demonstrate subject knowledge. Almost all activities are an opportunity to earn points, but you must be present and do the activity to earn the points.

2) **Student Absences:** In the event of absences, it is his/her responsibility to obtain missed class lecture notes, hand-outs, and assignment from another student, or *CHECK THE WEBSITE*. When you need to miss: CALL/EMAIL YOUR TEAMMATES!

3) **Participation:** *I encourage participation, both in general class discussion and in informal class group activities.*
What is Participation?

- **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 in class and in the computer lab.
- **Being Ready:** Homework done BEFORE classtime. 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).
- I *welcome* your stories from work that relate to the subject matter, and your classmates, in general, will benefit from the immediate application of the lesson.
- **Etiquette:** Please do not talk when someone else has the floor, the teacher or another student. *And yes, I have kicked students out for this. . . . (But I always invite them back the next day).* I **WELCOME** collaborative learning, but not when it disturbs others. *If you find that the energy & enthusiasm of the classroom is too distracting, please let me know immediately.*

4) **Computer Labs,** Starting in about 3 weeks & maybe more, **MEET THERE!—SEE COURSE OUTLINE for location!** The subject of Accounting depends heavily on knowledge of Financial Statement research (Internet) AND electronic spreadsheets.

5) **Exams.** Based on lectures/text/guest speakers/other. **!—SEE COURSE OUTLINE for schedule.** Exams will be a combination of theory (Scantron) and problems (written). Please bring a Scantron.

- 1) Quiz Chapter 1
- 2) Chapters 1-2
- 3) Chapters 3-4
- 4) Chapters 6-7
- 5) Chapter 5, 8
- 6) Comprehensive Final (including ch. 1-8)

Exams: Early exams may be arranged in advance with the instructor. **IN GENERAL, NO MAKE UP EXAMS WILL BE GIVEN.** No late exams (if there is a take home portion) will be accepted.

6) Term Project: Stock Market/Company financial statement analysis—more on this at end.

NOTE: This is a GROUP PROJECT although there is opportunity for some individual scores.

WORKLOAD:

Students may plan that work outside class will be approximately equivalent to the College guidelines of two hours outside class for every hour in class.

Absences. If you anticipate being absent during the quarter, I'm willing to make alternate arrangements regarding assignments and exams, *if such arrangements are made in advance.*

Weather-related absences. Please tune in to local radio stations (KOMO, etc.) regarding school closures. You must always be the judge of your own personal safety, and I will accept your judgment.

SPECIAL ACCOMODATIONS: Students requiring any special accommodations for the class should make arrangements at the beginning of the term through advisors/counselors in B233, Student Services Building or by calling 641-2498.

POLICY REGARDING PLAGIARISM, STEALING AND CHEATING:

- Cheating includes, but is not limited to, copying answers on exams, glancing at nearby exams, turning in assignments or papers that have been used in other classes, and giving or receiving help during an exam. Cheating includes, but is not limited to, purchasing or selling notes, assignments or examination materials. Cheating also includes, but is not limited to, **NOT FOLLOWING GUIDELINES ON TAKE HOME EXAMS (SEE COVER SHEET ON TAKE HOME EXAM).**
- Stealing includes, but is not limited to, taking the text, notes, exams, library books or other personal property of others without their permission. **STEALING ALSO INCLUDES, BUT IS NOT LIMITED TO, TAKING AN EXAM COPY FROM THE CLASSROOM WITHOUT PERMISSION FROM THE INSTRUCTOR.**
- 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, the following actions will be taken:
 - 1) You will receive a **failing grade for the course** or a **failing grade for that assignment**, depending upon my judgment.
 - 2) A report of the incident will be forwarded to 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.

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.

Criteria. The grade will be a numeric grade per BCC guidelines.

Letter Grade	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

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://facweb.bcc.ctc.edu/jpaquett/>
Scroll down and Click on **Tips For Learning.**