

Syllabus: Accounting 202/Fundamentals of Accounting— Winter 2011/Room C208

Bellevue College, Instructor: **Judith Paquette** e-mail: judith.paquette@bellevuecollege.edu,

Section C/Item #5493 Tuesday/Thursday: 10.30 am-12.20 pm, Friday 11.30 am-12.15 pm

Business & Economics Study Center: C207K –my office is next DOOR!

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

Office Hours: C207G T,W,Th: 9.30 a.m.-10.30 a.m W:10.30 a.m –11.30a.m. Or by apt. Email me at any time

By being a student in this course you acknowledge that you are a part of a learning community in the Business Transfer Program 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.

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. 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.

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.
6. Make several **oral** presentations of homework problems to the class. Improve the following skills: learning, written communication, teamwork, deductive reasoning, and critical thinking.

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**. NOTE: ASSIGNMENTS WHICH ARE **EMAILED**, BUT NOT RECEIVED BY THE INSTRUCTOR DUE TO **EMAIL PROVIDER DELAYS** ARE STILL CONSIDERED LATE. USE BCC EMAIL TO AVOID THIS SITUATION.

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.**

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. Don’t miss this, it is worth points.
- **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:** Please note the difference between SEs, Es, Ps, SDs, and FRAs 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** 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).
- 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)) **Exams.** Usually three including a comprehensive final. Based on lectures/text/guest speakers/other. **!** **SEE COURSE OUTLINE for schedule.** Tests will be a combination of theory and problems. Please bring a Scantron and a calculator. **IF YOU USE A CELL PHONE IN CLASS YOU MAY RECEIVE A ZERO GRADE.** After completion of an exam, you are responsible to turn in **BOTH** the Scantron AND the exam. If you do not turn in both, you will not get credit for the exam.

5) Computer Labs, Starting in about 3 weeks, MEET THERE!—SEE COURSE OUTLINE for location!

The subject of Accounting depends heavily on knowledge of Financial Statement research (Internet) AND electronic spreadsheets.

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: Industry/Business Analysis Paper – more on this at end.

NOTE: This is a combination Individual and GROUP PROJECT.

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. Really. Really. Really. Really. Really. Really. Really.

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 425-564-2498.

POLICY REGARDING CLASSROOM BEHAVIOR:

- Using a Cell Phone during class is prohibited. Using a Cell Phone during an assessment for ANY REASON is considered cheating.
- 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 Community 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 Dean of Student Services for possible probation or suspension from Bellevue Community College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.
- 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, with copies to the Division Chair. 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.

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://personal.bellevuecollege.edu/jpaquett/>
Scroll down and Click on **Tips For Learning**.

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.

