

**Syllabus: Accounting 202 online/Fundamentals of Accounting— WINTER 2017**Bellevue College, Instructor: **Judith Paquette****Item #5480, Section A****Item #5489, Section OAS)**

**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: **M: 10.30 a.m. - 11.20 a.m and T: 1.30-2.20 p.m., W: 10.30-12.20 pm.** Or by appointment. Or drop in.

Office Phone: 425-564-2133

Email: **PLEASE USE CANVAS FOR ALL EMAIL.**Direct Email: [judith.paquette@bellevuecollege.edu](mailto:judith.paquette@bellevuecollege.edu)Business & Economics Study Center: **C207K –my office is next DOOR!**

I monitor 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: C207G

**Canvas website (use WITH CLASS):** <https://bc.instructure.com>**Homework website (use WITH CLASS):** Please refer to Chapter 8 HOMEWORK in Canvas® for Link**Business Transfer Website:** <http://bellevuecollege.edu/business/transfer/>

**Prerequisites.** **Accounting 201 with a C or better.** College level reading, writing, and basic math (through fractions, percents, and Algebra). **Working knowledge of Excel, Word or equivalent.**

**Text.** Kimmel, Weygandt, Kieso, Financial Accounting, 8th Edition (Wiley, 2016) PURCHASE for \$120 (bookstore, good for Acct&201 and Accts &202). Coursepack (bookstore), around \$7.

**Course Requirements:**

Yes, two hours for every hour spent in class!		Points
<b>Introduction on Canvas – include picture &amp; make replies for FULL POINTS</b>		5
<b>Three On Bellevue Campus Exams – Two multi-chapter exams plus a comprehensive final exam, 100 minutes each.</b>		300
<b>Three practice exams</b>		15
<b>Quiz: Syllabus Quiz and Six Chapter quizzes – based on homework</b>		35
<b>Drill: Unit Account Identification drills</b>		15
<b>Reading Notes – Five Chapter Assignments</b>		25
<b>Homework &amp; IN CLASS - Seven Chapter Assignments – done on WileyPlus (see Chapter 8 HW for link)</b>		35
<b>Participation – Assigned at end of quarter based on your frequency of activity, participation in Disc Boards, etc.</b>		5
<b>Mini Projects: (Accounting 201 review and Retirement Lab)</b>		20
<b>Project: Financial Statement Analysis/Audit - due in 7 parts including reflections.</b>		80
<b>TOTAL (Final results may be adjusted based on results in proctored exams)</b>		<b>Around 530</b>

**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 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.*

**Expected time**

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.

Successful students spend at least **fifty five hours online**. Make sure you manage your time well.

<b>Exams</b>	<p>There will be THREE EXAMS given, at approximately the <b>4<sup>TH</sup>, 7<sup>TH</sup>, AND 11<sup>TH</sup></b> 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>. See People/Groups for Exam schedule and signups. Each exam has three possible sessions (Friday night, and Saturday). If you are unable to make the scheduled times, you have to arranged your testing at an instructor-approved testing center at your own cost.</p> <p><b>Note:</b> 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 <b>Getting Started /Welcome link</b>), and fax the form to 425-564-3108 Attn: Judith Paquette. Please note the last day to submit the form on <b>Calendar</b>. Once your request is approved, you may take the exams and final at your local area with an <b>eligible testing center</b> (fees may apply).</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 Ch 8 and Ch 9, Exam 2 covers Ch 10, Appendix 10A, Chapter 11, and Appendix E (back of text). Exam 3 is the final and it is comprehensive. Exams are <u>closed book, closed notes, although you are permitted one 3” by 5” notecard, front/back.</u></p>
<b>Chapter Reading Questions</b>	<p><b>Learn to read a textbook!</b> To prepare yourself for the chapter, you are required to answer a series of chapter reading questions. 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. <b>Print out the questions in advance and be prepared as you read.</b></p>
<b>Homework</b>	<p><b>You must have a Textbook Access Code to do the Online (WileyPlus) Homework.</b> To obtain this, you will need either to purchase your textbook new, or purchase the access code separately. See page one of this syllabus for link to the online homework. Please check immediately to assure that you have access to the homework. If you rented the textbook, the Bookstore will refund you your textbook and issue you the new book.</p> <p>Plan several hours to do the HW. You may use your book to work out the HW (problems are all in the book and you can print the problem numbers out from WileyPlus, then input your answers into WileyPlus.</p> <p>. <u>Keeping up with homework is vital to your success in this class!</u></p> <ul style="list-style-type: none"> <li>• <b>Each student</b> completes or attempts ALL of the homework ONLINE.</li> <li>• <b>DURING CLASS after the ONLINE HW is completed: Each homework team</b> will present one homework problem (pre-assigned), either individually or as a team.</li> <li>• <b>Homework review.</b> There will be a class discussion of the solution. Students and instructor question/examine/consider/debate the solution.</li> </ul>
<b>Chapter Quizzes</b>	<p>You will be given an open book multiple choice (5 point quiz) following each chapter <b>on Canvas</b>.. You may have two attempts to complete this quiz but the questions may not be the same if you retake the quiz. The highest score will be kept.</p>
<b>Practice exams</b>	<p>I issue practice exams. You will discuss the practice exams on <b>Canvas</b>. You will post a solution, check a solution (or more), and read all postings.</p>
<b>Computer Lab</b>	<p>You will be assigned a computer lab for applying the principles of the time value of money. You will estimate your retirement needs and calculate how to get there. It is NEVER too early to start planning!</p>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• <b>Accounting 201 Review (Cornelian Window Washing) and Peer Review, AND A Computer Lab</b>– It is imperative that you come to Accounting 202 with a strong foundation. This first project will give you a good review.</li> <li>• <b>Financial Statement Analysis</b> – more on this later. NOTE: This is a GROUP PROJECT although there is opportunity for some individual scores. The project will be submitted in 4 parts BOTH online AND in paper.</li> </ul>
<b>Email feedback</b>	<p>Please use <b>Canvas</b>. Do not use my regular email unless you cannot get hold of me on <b>Canvas</b>. I monitor email on a daily basis on weekdays. If you do not receive a reply within 24 hours on weekday, please resend your email.</p>

<b>Student “Absences”</b>	Sometimes, students feel that online classes require less involvement than on campus classes. This is not true for the 200 level classes. Please note that there are weekly deadlines on Sunday, Monday, Thursday, and Friday, as well as the occasional other deadline.
<b>Helping you succeed</b>	<p>If you are local, the Business Transfer Program encourages you to make use of our study center (The <a href="#">Business &amp; Economic Study Center</a> located at C207K. Student tutors are available according to the schedule posted and are available on Saturdays. Come often! You may use the study center to interact with other students. Students find the study center to be extremely helpful to their success.</p> <p><b><i>Print out the monthly Calendar in Canvas . Use it as your deadline guide. Listen to the YouTube lectures (students say they help, see link in Modules), (print out the PowerPoint slides, under Files), Review the textbook. • Study in groups and start early on homework assignments and projects.</i></b></p> <ul style="list-style-type: none"> <li>• You can use the Questions About this Class Discussion on Canvas to post questions that your class mates or I can answer.</li> <li>• Homework assigned is a <b><u>minimum</u></b> and must be completed <b><i>ON TIME</i></b>. You need to do much more (especially chapter review problems) on your own in order to succeed.</li> </ul>
<b>Review sessions and online review conferences</b>	Prior to exams, if desired, online review sessions will be scheduled for Wednesdays, late afternoon. IF this day is inconvenient, we will agree on a different day.
<b>Standard of Behavior</b>	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. <b>Please note that the instructor reserves the right to delete inappropriate communications from any public forums.</b>
<b>Student Code</b>	<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.”</p> <p>The Student Code, Policy 2050, in its entirety is located at:  <a href="http://bellevuecollege.edu/policies/2/2050_Student_Code.asp">http://bellevuecollege.edu/policies/2/2050_Student_Code.asp</a>  Social Science policies can be viewed at <a href="https://bellevuecollege.edu/socsci/policies.asp">https://bellevuecollege.edu/socsci/policies.asp</a> .</p> <ul style="list-style-type: none"> <li>• Using a Cell Phone during an assessment for ANY REASON is considered cheating.</li> </ul>
<b>Affirmation of Inclusion</b>	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.
<b>Code of Honor</b>	<b>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.</b>
<b>Overload</b>	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.
<b>Public Safety</b>	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: <a href="http://bellevuecollege.edu/publicsafety/">http://bellevuecollege.edu/publicsafety/</a> for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency.

<b>Accommodations</b>	<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 <a href="http://www.bellevuecollege.edu/drc">www.bellevuecollege.edu/drc</a></p>
<b>Declare your business major</b>	<p>If you intend to and have not already done so, <u>declare your business major</u>. Make sure you have consulted with an advisor and laid out your courses. The Business Transfer Program recommends that you join the Bellevue College Business Leadership Club (BLC) Facebook page which provides notices of application deadlines and <b>NEWS from the Business Leadership Community (our CEO keynote speaker in the Fall and find out about FREE workshops to prepare for the Univ. of Washington Writing Skills Assessment (35% of your acceptance is based on this score).</b></p>
<b>Late Policy</b>	<p>No late Discussion posts will be accepted. No make-up quizzes will be allowed.</p> <p>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></p>

**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. Describe the impact of basic investing and financing transactions on a business's financial position
2. Employ double-entry bookkeeping to record and report on basic business investing and financing transactions in an accounting system
3. Construct a report of a business's cash flows
4. Critically analyze a business's financial position, cash flows, and operational results
5. Employ time value of money theory in the analysis of long-term financial transactions
6. Report on a company's business model by reviewing the notes to the financial statements and external sources.
7. Demonstrate business communications skills through a variety of assessments such as team assignments, oral presentations, and written documents

***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 7<sup>th</sup> 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

**Tips to Improve your Understanding of the Course:**

Do you know how to read a textbook? (I learned my 5<sup>th</sup> year of my