



Peru State College
BUS 23149A – PRINCIPLES OF FINANCIAL ACCOUNTING
Syllabus – Fall – 2010

Instructor:	Dr. Judy A. Grotrian, Professor of Business
Office:	TJM 300
Office Hours:	MTWR 8:00 a.m. – 9:15 a.m. Friday by appointment
Office Telephone:	402-872-2290
Email Address:	jgrotrian@peru.edu
Course Meets:	Online
Required Textbook:	“Accounting” Warren, Reeve, Duchac, 22nd Edition – 2007, Thomson South-Western
Required Software:	CengageNOW! (Bundled with textbook) - (Includes 2-semester Access Code) If you purchased a textbook online and/or a used textbook, an Access Code must be purchased separately. It is available at the Bobcat Bookstore.

Course Description & Objectives

Students are introduced to accounting as an information system that provides reports to stakeholders about the economic activities and condition of a business. Students learn about the complete accounting cycle, accounting systems and internal controls, and balance sheet accounts--cash, inventories, and receivables. (Each Fall semester)

Upon completion of this course you should be able to:

1. develop an understanding of the basic accounting concepts
2. learn how to keep business records using the double-entry system
3. interpret information from basic accounting forms and statements
4. make informed management decisions based upon accurate records
5. use this course as a foundation to advance to higher-level accounting training

Assessment and Grading:

Class Participation: In order for you to be an effective participant, it is expected for you to have READ the chapter PRIOR to completing the assignments. In order for you to receive the earned/assigned points for the assignments and tests, you MUST complete the assignments and tests on time.

Late Assignment Policy

Late assignments are NOT accepted.

Homework: Accounting is not a spectator sport. You will complete homework assignments for each chapter. Accounting tests are constructed from the homework assignments. **There is NO extra credit in this course.**

Exams: There will be a total of four exams. The exams will cover Chapters 1 & 2, Chapters 3 & 4, Chapters 5 & 6, plus a final proctored exam over Chapters 1- 9. All exams are worth 60 points each.

Grading Scale:

Your final grade will be based on chapter exercises, chapter problems, and exams. **Please note: According to College Policy, regardless of grades earned previously, the proctored final exam must be passed in order to receive credit for the course.**

The grading scale utilized for this course is as follows:

90-100%	A	70-74%	C
85-89%	B+	65-69%	D+
80-84%	B	60-64%	D
75-79%	C+	Below 60%	F

Unless directed otherwise, students are expected to do their own work on assignments and exams. Academic dishonesty will result in actions in accordance with the college's disciplinary policy and may result in loss of credit for the assignment. Students with special needs are encouraged to make them known to the instructor during the first week of class. The instructor reserves the right to modify any aspect of the course syllabus or content. Any modifications will be communicated to students in advance.

Proctored Exam Information

NSCS Board of Trustees Policy 4220 states that each College “. . . **will establish a distance learning assessment policy that will include, at a minimum, a substantial culminating experience that is proctored.**” Peru State College's policy is that each course that is offered entirely online will feature a proctored final exam that substantially measures the extent the course's stated learning objectives are achieved. **Online course syllabi will clearly state that, regardless of grades earned previously, the proctored final exam must be passed in order to receive credit for the course.** Courses which feature graded site-based activities (e.g., teaching demonstrations) and/or video-taped presentations that occur near the end of the term, and that are designed to substantially assess the achievement of learning objectives, can be considered in compliance with this policy. Project-based capstone and graduate courses utilizing real-time discussions held by web-cam, phone or in person with the faculty member as part of the assessment process can also be considered in compliance with this policy (**fully effective for all courses Fall 2010**).

College's Incomplete Coursework Policy

To designate a student's work in a course as incomplete at the end of a term, the instructor records the incomplete grade (I). Students may receive this grade only when serious illness, hardship, death in the immediate family, or military service during the semester in which they are registered prevents them from completing course requirements. In addition, to receive an incomplete, a student must have completed substantially all of the course's major requirements.

Unless extenuating circumstances dictate otherwise, students must initiate requests for an incomplete by filling out an Incomplete Grade Completion Contract, which requires the signature of the student, instructor, and Dean. The Incomplete Grade Completion contract cites the reason(s) for the incomplete and details the specific obligations the student must meet to change the incomplete to a letter grade. The date by which the student agrees to complete required work must appear in the contract. The Dean, the instructor, and the student receive signed copies of the Incomplete Grade Completion Contract.

Even if the student does not attend Peru State College, all incomplete course work must be finished by the end of the subsequent semester. Unless the appropriate Dean approves an extension and if the student does not fulfill contract obligations in the allotted time, the incomplete grade automatically becomes an F.

College's Academic Integrity Policy

The College expects all students to conduct themselves in a manner that supports an honest assessment of student learning outcomes and the assignment of grades that appropriately reflect student performance. It is ultimately the student's responsibility to understand and comply with instructions regarding the completion of assignments, exams, and other academic activities. At a minimum, students should assume that at each assessment opportunity they are expected to do their own original academic work and/or clearly acknowledge in an appropriate fashion the intellectual work of others, when such contributions are allowed. Students helping others to circumvent honest assessments of learning outcomes, or who fail to report instances of academic dishonesty, are also subject to the sanctions defined in this policy.

Instances of academic dishonesty may be discovered in a variety of ways. Faculty members who assign written work ordinarily check citations for accuracy, run data base and online checks, and/or may simply recognize familiar passages that are not cited. They may observe students in the act of cheating or may become aware of instances of cheating from the statements of others. All persons who observe or otherwise know about instances of cheating are expected to report such instances to the proper instructor or Dean.

In order to promote academic integrity, the College subscribes to an electronic service to review papers for the appropriate citations and originality. Key elements of submitted papers are stored electronically in a limited access database and thus become a permanent part of the material to which future submissions are compared. Submission of an application and continued enrollment signifies your permission for this use of your written work.

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Should an occurrence of academic misconduct occur, the faculty member may assign a failing grade for the assignment or a failing grade for the course. Each incident of academic misconduct should be reported to the Dean and the Vice President for Academic Affairs (VPAA). The VPAA may suspend students for two semesters found to be responsible for multiple instances of academic dishonesty. The reason for the suspension will be noted on the student's transcript.

A faculty member need present only basic evidence of academic dishonesty. There is no requirement for proof of intent. Students are responsible for understanding these tenets of academic honesty and integrity. Students may appeal penalties for academic dishonesty using the process established for grades appeals.

Title IX Compliance Notice

Peru State College is an equal opportunity institution. PSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. The College has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to Eulanda Cade, Director of Human Resources, Title VI, VII, IX Compliance Coordinator, Peru State College, PO Box 10, Peru, NE 68421-0010, (402) 872-2230.

Students requesting reasonable accommodation and tutoring services should contact the Center for Achievement and Transition Services (CATS).

Tentative Course Schedule for Bus. 231 Principles of Financial Accounting

August 23 – September 11	Chapter 1	Introduction to Accounting & Business
August 23 – September 18	Chapter 2	Analyzing Transactions
September 5 – October 2	Chapter 3	The Adjusting Process
September 5 – October 16	Chapter 4	Completing the Accounting Cycle
September 19 – October 30	Chapter 5	Accounting Systems
September 19 – November 13	Chapter 6	Accounting for Mdse. Businesses
October 3 – November 21	Chapter 7	Inventories
October 3 – December 5	Chapter 8	Sarbanes-Oxley, Internal Controls, & Cash
October 3 – December 12	Chapter 9	Receivables

Proctored Exam Dates:

Your final **proctored** exam over Chapters 1-9 is to be completed from 8:00 a.m. to 8:00 p.m. on December 10, 11, 13, 14, 15, or 16. The exam is a multiple choice exam with 30 questions. Each question is worth 2 points for a total of 60 points. A calculator is recommended, but not required, for completing the problems on the exam.