

Peru State College
BUS 23200A and BUS 23200B – PRINCIPLES OF MANAGERIAL ACCOUNTING
Syllabus – Spring – 2010

Instructor:	Dr. Judy A. Grotrian, Professor of Business
Office:	TJM 243
Office Hours:	MTWR 8:00 – 9:30 a.m. Friday by appointment
Office Telephone:	402-872-2290
Email Address:	jgrotrian@peru.edu
Course Meets:	MW 12:30 – 1:45 p.m. and TR 9:30 – 10:45 a.m. in TJM 326
Required Textbook:	“Accounting” Warren, Reeve, Duchac, 22nd Edition – 2007, Thomson South-Western
Required Workbook:	“Accounting Working Papers” Chapters 1-17, Warren, Reeve, Duchac, 22nd Edition – 2007, Thomson South-Western
Required Software:	CengageNOW! (Bundled with text/workbook) - (Includes 2-semester Access Code)
Required Supplies:	Notebook, pen/pencil, ruler, calculator (not calculator on cell phone)
Courteous Request:	If you bring a cell phone to class, please silence it during class. Absolutely no text messaging or talking on phone during class.
Prerequisites:	Bus 231 - Principles of Financial Accounting (Must have earned 70% or above).

Course Description & Objectives

Students continue their preparation in accounting by studying the accounting process for a corporation—partnerships and limited liability, organization, capital stock transactions, and dividends; income and taxes, stockholders' equity, and investments in stocks; and bonds payable and investments in bonds. Other topics studied are: statement of cash flows, financial statement analysis, and managerial accounting concepts and principles. Upon completion of this course you should be able to:

1. Develop and apply an understanding of the accounting concepts for a partnership-form and corporate-form of organization.
2. Learn how and prepare accounting records for a partnership-form and corporate-form of organization.
3. Make and apply informed managerial decisions from partnership or corporate financial statements.
4. Use this course as a foundation to advance to higher-level accounting training.

Expectations & Instructional Approach

Classes will include lectures, class participation, daily work, quizzes, and tests. Attendance and participation are vital to the learning experience. Consequently, I expect you to be at each class having read the material and ready to participate in the day's discussions and exercises. Please be in class on time. In order to foster a climate conducive to learning, please join me in treating your classmates with respect. You will be encouraged to ask questions, seek my help when you need it, and help your classmates understand the material.

Assessment and Grading

Class Attendance and Participation: It is the responsibility of the student to be present in class just as it is the responsibility of the employee to be present at work. In order for you to be an effective class participant, it is expected for you to have READ the chapter PRIOR to class meetings. In order for you to receive the earned/assigned points for class participation, daily work, quizzes, chapter tests, and problem tests, you MUST be present in class and complete and turn in the assignments on time. Late assignments are NOT accepted. Tests MUST be completed during the scheduled class time. After any class absence, your grade drops five (5) points from total points for each time you are absent. PLEASE NOTE: There are circumstances that may merit your being absent -- scheduled PSC extracurricular events, hospitalization, circumstances beyond your control.

Homework: Accounting is not a spectator sport. You will complete daily homework assignments for each chapter. If you are absent, it is your responsibility to complete the exercises/problems completed during class. Homework assignments **may be** assessed points. Exams are constructed from the homework assignments. **There is no extra credit in this course.**

Exams: There will be three exams (Chapters 10-12, Chapters 13-15, & the final exam Chapters 16-18) given in the classroom during the semester, each worth 100 points. Exams will be given as announced and scheduled. The final exam will be given during the scheduled time during the final exam week:

23200A Wednesday, May 5, @ 1:00 – 3:00 p.m.

23200B Thursday, May 6, @ 8:00 – 10:00 a.m.

Your final grade will be based on quizzes, chapter problems, and exams. 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.

College's Grading Scale

A	90 - 100
B+	85 - 89
B	80 - 84
C+	75 - 79
C	70 - 74
D+	65 - 69
D	60 – 64
F	59 and below

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.

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.

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

<u>Week of</u>	<u>Topics</u>	<u>Reading Assignments</u>
January 11	Fixed Assets & Intangible Assets	Chapter 10
January 18	Current Liabilities & Payroll	Chapter 11
January 25	Current Liabilities & Payroll	Chapter 11
February 1	Accounting for Partnerships & LLC's	Chapter 12
February 8	Accounting for Partnerships & LLC's	Chapter 12
February 15	Corporations: Organization, Stock Transactions, and Dividends	Chapter 13
February 22	Corporations: Organization, Stock Transactions, and Dividends	Chapter 13
March 1	Income Taxes, Unusual Income Items, and Investments in Stocks	Chapter 14
March 15	Bonds Payable and Investments in Bonds	Chapter 15
March 22	Bonds Payable and Investments in Bonds	Chapter 15
March 29	Statement of Cash Flows	Chapter 16
April 5	Statement of Cash Flows	Chapter 16
April 12	Financial Statement Analysis	Chapter 17
April 19	Managerial Accounting Concepts & Principles	Chapter 18
April 26	Managerial Accounting Concepts & Principles	Chapter 18
May 3	Finals Week	Final Exam

TENTATIVE SCHEDULE OF ASSIGNMENTS
(Due Dates Announced in Class)

- Chapter 10 PE 10-1A through 10-9A
Exercises 10-8, 10-9, 10-10, 10-14, 10-17, 10-19, 10-24, 10-25, 10-28
Problems 10-2A & 10-5A
- Chapter 11 PE 11-1A through 11-7A
Exercises 11-2, 11-4, 11-5, 11-8, 11-11, 11-12, 11-17, 11-18, 11-20, 11-23
Problems 11-1A, 11-2A, 11-4A
- Chapter 12 PE 12-1A through 12-6A
Exercises 12-1, 12-3, 12-5, 12-7
Problems 12-2A & 12-3A
- Chapter 13 PE 13-1A through 13-7A
Exercises 13-1, 13-3, 13-8, 13-9, 13-20
Problems 13-2A & 13-3A
- Chapter 14 PE 14-1A through 14-6A
Exercises 14-1, 14-2, 14-15, 14-25
Problems 14-4A
- Chapter 15 PE 15-1A through 15-9A
Exercises 15-1, 15-4, 15-5, 15-8, 15-9,
15-11, 15-14, 15-15, 15-18, 15-19
Problem 15-1A
- Chapter 16 PE 16-1A through 16-5A
Exercises 16-2, 16-3, 16-4, 16-17
Problem 16-1A
- Chapter 17 PE 17-1A through 17-11A
Exercises 17-2, 17-4, 17-5, 17-6, 17-9, 17-11, 17-13, 17-16
Problem 17-4A
- Chapter 18 PE 18-1A, 18-1B, 18-2A, 18-2B, 18-3A, 18-3B, 18-4A, 18-4B, 18-5A
Exercises 18-1, 18-2, 18-3, 18-4, 18-5, 18-6
Problems 18-1A & 18-2A