

Peru State College
BUS 23100A and BUS 23100B – PRINCIPLES OF FINANCIAL ACCOUNTING
Syllabus – Fall – 2009

Instructor:	Dr. Judy A. Grotrian, Professor of Business
Office:	TJM 243
Office Hours:	MTWR 8:00 – 9:15 a.m. Friday by appointment
Office Telephone:	402-872-2290
Email Address:	jjgrotrian@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 Supplies:	Notebook, pen/pencil, calculator.....not one on cell phone.
Courteous Request:	If you bring a cell phone to class, please silence it during class. Absolutely no texting or talking on phone during class.

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, receivables, inventories, fixed and intangible assets, and current liabilities. (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

Expectations & Instructional Approach

Classes will include lectures, class participation, daily work, and quizzes. 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. I encourage students to ask questions, seek my help when they need it, and help their classmates understand the material.

Grading Policy

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, and quizzes, you MUST be present in class and complete and turn in the assignments on time. Late assignments are NOT accepted. TESTS MUST BE COMPLETED AT THE SCHEDULED TIME! (If you miss a test with an excused absence, you MUST complete the test prior to the next class). 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. (For example, scheduled PSC extracurricular events, hospitalization, death of a family member or friend, circumstances beyond your control). Just like an employee at work, in order for the absence to be considered excused, you MUST contact me by phone, email, or in person PRIOR to the class meeting scheduled time.

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. Chapter tests are constructed from the homework assignments.

Exams: There will be three exams (Chapters 1 & 2, Chapters 3 & 4, and Chapters 5 & 6), plus a final exam over Chapters 7-9. Each of the three exams is worth 60 points. The final exam is worth 75 points. The final exam will be given at the scheduled time during finals week.

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

Tentative Course Schedule

<u>Week of</u>	<u>Topics</u>	<u>Reading Assignments/Activities Due</u>
August 24	Introduction to Accounting & Business	Chapter 1
August 31	Introduction to Accounting & Business	Chapter 1
September 7	Analyzing Transactions	Chapter 2
September 14	Analyzing Transactions	Chapter 2
September 21	The Adjusting Process	Chapter 3
September 28	Completing Accounting Cycle	Chapter 4
October 5	Completing Accounting Cycle	Chapter 4
October 12	Accounting Systems	Chapter 5
October 19	Accounting Systems	Chapter 5
October 26	Accounting for Mdse. Businesses	Chapter 6
November 2	Accounting for Mdse. Businesses	Chapter 6
November 9	Inventories	Chapter 7
November 16	Inventories	Chapter 7
November 23	Sarbanes-Oxley, Internal Control, & Cash	Chapter 8
November 30	Sarbanes-Oxley, Internal.....Receivables	Chapter 8 and start Chapter 9
December 7	Receivables	Chapter 9
December 14	Finals Week	Final Exam Chapters 7, 8, & 9

**BUS. 231 PRINCIPLES OF FINANCIAL ACCOUNTING
FALL TENTATIVE SCHEDULE OF ASSIGNMENTS**

In Class/Assigned

- Chapter 1 Practice Exercises 1-1A through 1-7A
Exercises 1-1, 1-7, 1-8, 1-9, 1-11, 1-12,
1-16, 1-17, 1-22, & 1-23
Problem 1-1A, Problem 1-3A, &
Ch. 1 Continuing Problem
- Chapter 2 Practice Exercises 2-1A through 2-7A
Exercise 2-2, 2-4, 2-5, 2-8, 2-9, 2-13,
2-14, 2-21, & 2-22
Problem 2-2A, Problem 2-4A, &
Ch. 2 Continuing Problem
- Chapter 3 Practice Exercises 3-1A, 3-2A, 3-3A,
3-3B, 3-4A, 3-4B, 3-5A, 3-6A,
3-7A, 3-8A, & 3-9A
Exercises 3-1, 3-2, 3-3, 3-6, 3-11,
3-13, 3-17, & 3-19
Problem 3-2A, Problem 3-5A, &
Ch. 3 Continuing Problem
- Chapter 4 Practice Exercises 4-1A, 4-2A, 4-3A,
4-4A, 4-5A, 4-5B, & 4-6A
Exercises 4-1, 4-2, 4-3, 4-5, 4-6,
4-8, 4-9, 4-10, 4-14, 4-16, 4-17, & 4-18
Problem 4-1A, Problem 4-3A,
Ch. 4 Continuing Problem, &
Ch. 1-4 Comprehensive Problem
- Chapter 5 Practice Exercises 5-1A through 5-5A
Exercises 5-3, 5-6, 5-7, 5-9, 5-11, 5-12,
5-14, 5-15, & 5-17
Problem 5-2A, Problem 5-4A, &
Problem 5-5A

Chapter 6 Practice Exercises 6-1A through 6-7A
Exercises 6-1, 6-4, 6-7, 6-11, 6-13,
6-14, 6-15, 6-17, 6-18, 6-22
6-24, 6-25, 6-26, 6-29, 6-31,
& 6-33
Problem 6-1A, Problem 6-3A,
Problem 6-4A, & Ch. 1-6 Comprehensive Problem

Chapter 7 Practice Exercises 7-1A, 7-2A, 7-3A,
7-4A, 7-5A, & 7-7A
Exercises 7-3, 7-4, 7-7, 7-8, 7-9, 7-11,
7-16, 7-17, & 7-18
Problem 7-1A, Problem 7-2A, &
Problem 7-3A

Chapter 8 Practice Exercises 8-1A through 8-4A
Exercises 8-1, 8-2, 8-5, 8-11, 8-12,
8-13, 8-16, 8-17, 8-18, 8-19, & 8-24
Problem 8-1A, Problem 8-2A,
Problem 8-3A, & Problem 8-4A

Chapter 9 Practice Exercises 9-1A through 9-5A
Exercises 9-3, 9-4, 9-5, 9-6, 9-7, 9-8,
9-9, 9-10, 9-13, 9-15, 9-17,
9-19, & 9-20
Problem 9-1A & Problem 9-4A