

Peru State College

BUS 451 – GOVERNMENTAL / NOT-FOR-PROFIT ACCOUNTING

On-line Syllabus – Spring 2010

Instructor: L. Patrick Wray
Office Hours: By appointment
Location: Room 240, TJ Majors
Office Telephone: 872-2266
Email Address: pwray@oakmail.peru.edu or proflpwwray@aol.com
Course Meets: On-line via Blackboard

Required Textbook: *Essentials of Accounting for Governmental and Not-for-Profit Organizations*, 9th ed, Copley and Engstrom, McGraw-Hill / Irwin. 2008.

Required Software: None

Course Description & Objectives

This course examines the accounting and financial reporting standards for governmental and not-for-profit organizations, to include governmental units, colleges and universities, hospitals, voluntary health and welfare organizations, and other non-profit organizations. Prerequisites: BUS 338 / Intermediate Accounting II. **Upon completion of this course you should be able to:**

1. Explain the financial reporting requirements for state and local governments.
2. Prepare budgetary accounting entries for the general and special revenue funds.
3. Complete the required accounting entries and financial statements for capital projects, debt service, and permanent type funds.
4. Perform the accounting required in proprietary and fiduciary funds.
5. Prepare the government-wide statements for fixed assets and long-term debt.
6. Apply the requirements of GASB to account for public institutions of higher education.
7. Perform accounting required for private colleges and universities.
8. Perform accounting required for not-for-profit organizations.
9. Apply accounting procedures for hospitals and other health care providers.

Expectations & Instructional Approach: This course will be delivered and administered on-line via the Blackboard on-line delivery system. Chapter outlines, Powerpoints, assignments, and instructional guidance will be posted and available. Weekly assignments will be due by midnight Sunday of each week, and exams are due on Thursdays as specified in the assignments schedule.

Grading Policy

Homework: 21 assignments @ 20 pts each = 420 total points

Exams:	Three @ 150 pts each =	600
Total		1020

Late assignments submissions: will receive 50% of the credit earned.

Your final grade will be based on a straight percentage of the points earned to the total 1020 possible with 90%+ earning in the "A" range, 80%-89% in the "B" range, etc. Exams will not be rescheduled and assignments will not be accepted late unless you can document an emergency to my satisfaction. I do not grant "incompletes" except when requested by a student in the most unusual circumstances. **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 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:

**BUS 451 / Governmental and Not-for-Profit Accounting Spring 2010
Schedule of Course Flow and Assignments**

<u>Week</u>	<u>Date</u>	<u>Chapter</u>	<u>Exercise Assignments</u>	<u>Due Dates (Sundays)</u>
1	1/11	1-2	2-7, 2-8	1/17
2	1/18	3	3-4, 3-5	1/24
3	1/25	4	4-6, 4-7	1/31
4	2/1	1-4	Exam Ch 1-4	2/7
5	2/8	5	5-6, 5-7	2/14
6	2/15	6	6-6, 6-7	2/21
7	2/22	7	7-13, 7-15	2/28
8	3/1	5-7	Exam Ch 5-7	3/7
9	3/8		Mid Term Break!, finally	
10	3/15	8	8-7, 8-9	3/21
11	3/22	9	9-4	3/28
12	3/29	10	10-7, 10-9	4/4
13	4/5	8-10	Exam 8-10	4/11
14	4/12	11	11-5(a), 11-6	4/18
15	4/19	12	12-6,	4/25
16	4/26	13	13-6	5/2
17	5/3	11-13	Exam 11-13	May 7 (Friday of final wk)

21 chapter exercise assignments @ 20 pts each = 420 pts
Four exams @ 150 pts = 600
Total 1020