



Fermanian School of Business
ACC2000 – Principles of Accounting for Non-
Business Majors
3.0 Units

Fall 2024

Meeting days: Tuesday/Thursday	Instructor: Carl Hammond, MBA, CPA
Meeting times: (Sec 1) 8:00-9:15 (Sec 2) 1:30-2:45	Phone: 619-849-2476
Meeting location: FSB109	E-mail: carlhammond@pointloma.edu
Final Exam: (Sec 1) 12/17 – 7:30 (Sec 2) 12/19 – 1:30	Office hours: By Appointment in FSB 136

PLNU MISSION
To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Fermanian School of Business Mission

Character – Professionalism – Excellence – Relationships – Commitment - Innovation

As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice.

COURSE DESCRIPTION

This course presents an introduction to: (1) the theory and practice of financial accounting, including the measuring, recording and reporting of business transactions for external uses, and (2) the study of managerial accounting, including the analysis of accounting information for planning and management decision-making. Topics include the understanding and preparation of financial statements and all related component sections, cost behavior, budgeting, time value of money, and performance measurement and evaluation techniques.

COURSE LEARNING OUTCOMES

The following Student Learning Outcomes are aligned with the Fermanian School of Business Program Learning Outcomes. Upon successful completion of this course, you will be able to:

1. Describe the financial accounting process and the important elements of financial statements, including assets, liabilities and equity, revenue, expenses and net income. (PLO 1).
2. Analyze common business transactions, record them according to generally accepted accounting principles and create a complete set of financial statements (PLO 2).
3. Calculate key accounting and financial ratios, product unit cost, cost-volume-profit and break-even computations (PLO 1).
4. Exhibit an understanding of the behaviors of costs and use that knowledge to make short and long-term management decisions (PLO 1).
5. Exhibit an understanding of the budgeting process and create a comprehensive personal budgeting tool. (PLO 1 & 2).
6. Explain ethical responsibility in preparing accurately stated financial information (PLO 1 & 4).

REQUIRED MATERIALS AND ONLINE RESOURCES

- Textbook and online homework
 - Warren, Farmer, ***Survey of Accounting, 9th edition***, Cengage Learning
 - ***Cengage CNOWv2 Access Code*** for Survey of Accounting, 9th edition to complete online assignments
 - These course materials are available through the LomaBooks delivery program.
- ***Custom Guide Interactive Training Course***: Online Assignments of Excel for either PC or Mac.
 - Access to this training course is free and will be provided by the Femanian School of Business.
 - Microsoft Office 365 is required to complete this course.
- ***Microsoft Office 365***.
 - PLNU provides a free software download. Instructions are available on Canvas.
 - Please note that “Excel Online” does not have all the features required for this course.

ASSESSMENT AND GRADING

You will be evaluated upon the following graded events (approximate points available)

Graded Event	Points
Quizzes/Concept Checks (~ 20 activities)	120
Brief Exercises / Homework (~20 activities)	150
Speak Like a Pro (~10 activities)	50
Excel Training / Personal Budget / In-class work	100
Financial Accounting Exam	150
Managerial Accounting Exam	100
Attendance & Class Participation	30
Total	700

Your performance will be evaluated based upon the following scale (which may be adjusted based upon the overall class performance):

Percent	Letter Grade
90.0 – 100.0	A- to A
80.0 – 89.9	B- to B+
70.0 – 79.9	C- to C+
60.0 – 69.9	D- to D+
< 60.0	F

TIME COMMITMENT

PLNU Requirement	Cr Hours	Time per hour	Total Hrs
Class Time	3.00	12.50	37.50
Preparation	3.00	25.00	75.00
Total		37.50	112.50

Preparation Detail			
	# Chapters	Hours/Chapter	Total Hrs
Reading/ASP	10.00	2.00	20.00
BE/HW Problems	10.00	2.00	20.00
Excel Training	1.00	4.00	4.00
Personal Budget	1.00	5.00	5.00
Projects	5.00	3.00	15.00
Study for Midterm 1	1.00	6.00	6.00
Study for Midterm 2	1.00	4.00	4.00
Total (rounded)			75.00
Preparation Hours per Week			
15 weeks		5.00	

Exams

- ❖ There will be 2 exams: Midterm 1 – Financial Accounting and Midterm 2 – Managerial Accounting
- ❖ See Tentative Assignment Schedule for exam dates.
- ❖ Both Exams are cumulative and will cover topics studied up to the exam date.
- ❖ No makeup exams will be given without PRIOR permission.
- ❖ A make-up exam may be different from the original examination and the points available are 90% of the original points available.

Homework, Quizzes, Brief Exercises (BE), Speak Like A Pro (SLAP)

- ❖ Homework, Quizzes and BE will be completed through the CengageNOWv2 online website
- ❖ Homework, Quizzes will be graded on a 10 point scale. Late homework will receive half credit.
- ❖ BE will be graded on a 3-to-5 point scale. Late submissions **will not** receive credit
- ❖ Speak Like a Pro (SLAP) will be due before the Chapter discussion and graded on a 1-to-5 point scale.
- ❖ The lowest Homework, Quiz, BE, and SLAP scores will be dropped.

In-class Assignments

- ❖ In-class assignments will be announced throughout the course.
- ❖ No makeup in-class assignments will be given with the exception of PLNU approved excused absences

Extra Credit

- ❖ Extra credit opportunities will be announced throughout the course.
- ❖ Extra credit points cannot be applied to exam scores.
- ❖ Additionally, extra credit points are limited to 2.5% of the total points available.

Final Exam Policy

Successful completion of this class requires taking the final examination (Midterm 2) on its scheduled day. No requests for early examinations or alternative days will be approved.

Schedule Changes

The information in this syllabus is subject to change. I will announce changes in class early enough to give you time to meet assignments, etc. It is your responsibility to maintain your schedule, making the changes as necessary. I will not consider class absence as an excuse for not keeping your schedule updated.

Additional Learning Resources:

Text bundles purchased through the PLNU Bookstore and online at Cengage.com contain codes for accessing additional learning resources, including self-quizzes, flash cards and instructional videos on the publisher's website.

PLNU Copyright Policy

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

PLNU Academic Honesty Policy

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort.

A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog.

[See Academic Policies](#) in the PLNU Catalog (> *Traditional Undergraduate Catalog* > *Academic Policies* > *Academic Honesty*) for definitions of kinds of academic dishonesty and for further policy information.

The use of Large Language Models such as ChatGPT is prohibited in this class and will be considered as a violation of PLNU's Academic Honesty Policy. See "Large Language Models Policy" statement in Canvas for further information and discussion.

PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the

Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. The EAC makes accommodations available to professors at the student's request.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any special accommodations.

PLNU Attendance and Participation Policy

Regular and punctual attendance at all synchronous class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation.

Use of Technology

In order to be successful in your course, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) for specific information.

Please note that this course contains online proctored exams which requires a computer with a camera (tablets are not compatible) to complete exams online. If a student is in need of technological resources, please contact student-tech-request@pointloma.edu.

All technology can be unreliable and resolving problems can be time consuming. Plan to complete your work to allow for unexpected disruptions.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or timely completion of your course work.

When am I EVER going to use this information...?

Many of you probably have signed up for this class only as a means of fulfilling a requirement for your major/minor. Therefore the logical question is: When am I EVER going to use this information?

In addition, you may be overwhelmed and fearful having heard horror stories about accounting classes. However, I am here because I love teaching and love the problem-solving and the analytical skills that accounting integrates that I learned through thirty years of practical experience as a professional accountant.

Therefore, my primary goal this semester is to provide you with a safe, yet challenging, learning environment that will help you develop those skills that will help you contribute to and add value to any business endeavor.

What is accounting?

Accounting is the language of business. It is a way of tracking and analyzing **PAST** financial transaction so that you can make better and more informed decisions about **FUTURE** transactions.

Who uses accounting?

Almost everyone uses some form of accounting every day in his or her professional or personal life.

Beyond the essential business applications, it is the foundation for calculating the cost of a trip, purchasing a home or car, determining available cash, maintaining a budget, even preparing your income taxes.

Lastly, accounting information is used in any university course involved with evaluating financial decisions.

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ACC2000 TENTATIVE Assignment Schedule

Week	Date	Chapter	Topic
1	Sep 1 - Sep 7	Introduction	Introduction to Course
2	Sep 8 - Sep 14	<i>Excel Training</i>	<i>Start Your Own Business</i>
3	Sep 15 - Sep 21	Chapter 1 & 8	<i>Role of Acctg in Business</i>
4	Sep 22 - Sep 28	Chapter 2	<i>Cash Accounting Transactions</i>
5	Sep 29 - Oct 5	Chapter 3	<i>Accrual Accounting Transactions</i>
6	Oct 6 - Oct 12	Chapter 4	<i>Accounting for Retail Operations</i>
7	Oct 13 - Oct 19	Chapter 5	<i>Internal Control and Cash</i>
8	Oct 20 - Oct 26	Chapter 7	<i>Fixed Assets</i>
9	Oct 27 - Nov 2	CH 1 - 7	Midterm Exam - Financial Acctg
10	Nov 3 - Nov 9	Chapter 10	<i>Acctg for Manufacturing Operations</i>
11	Nov 10 - Nov 16	Chapter 11	<i>Cost-volume-profit Analysis</i>
12	Nov 17 - Nov 23	Chapter 13	<i>Budgeting and Standard Cost</i>
13	Nov 24 - Nov 30	Chapter 13	<i>Personal 10-year Budget : Annual Salary, Expenses, and Income Taxes</i>
14	Dec 1 - Dec 7	Chapter 12	<i>Short Term Decisions Analysis</i>
15	Dec 8 - Dec 14	Chapter 9	Financial Stmt Analysis
16	Dec 17 & Dec 19	CH 9 - 15	Midterm Exam - Managerial Acctg

Note: See Canvas for more details, specific assignments, and more deliverables due each week.