



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

**Fall 2020**

<b>Meeting days:</b> Tuesday/Thursday	<b>Instructor:</b> Carl Hammond, MBA, CPA
<b>Meeting times:</b> 11:00am – 12:15pm	<b>Phone:</b> 619-849-2476
<b>Meeting location:</b> FSB103 / Online	<b>E-mail:</b> carlhammond@pointloma.edu
<b>Final Exam:</b> 12/1/20 – 10:30-1:00	<b>Office location and hours:</b> Zoom By Appointment

**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.

The goals of this course include learning how to use accounting to make business decisions, and to communicate your knowledge more clearly and concisely. You will be required to work alone and in groups and be able to complete these requirements with the highest level of integrity and ethical values.

**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 TEXTS AND ONLINE RESOURCES

---

- Edmonds, Edmonds, Olds, McNair and Tsay, *Survey of Accounting, 6th edition*, McGraw Hill Education
- *Connect Access Code* for Survey of Accounting, 6<sup>th</sup> edition to complete online assignments
- *Custom Guide Interactive Training Course*: Online Assignments of Excel for either PC or Mac.

## ASSESSMENT AND GRADING

---

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

Graded Event	Points
Discussion Boards (~ 15 activities)	105
Pre-class Quizzes (~15 activities)	85
In-Class Projects (~8 activities)	50
Homework (~15 activities)	140
Excel Online Module/Custom Guide	100
Exams (2 @ 200 pts each)	400
Attendance & Class Participation	30
Total	910

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

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

## TIME COMMITMENT

---

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3 unit class delivered over 16 weeks.

### ACC2000

#### Analysis of Time Required to Complete 1 credit hour

PLIN Requirement	Cr Hours	Time per Hour	Total Hours
Class Time	3.00	12.50	37.50
Class Preparation	3.00	25.00	75.00
<b>Total</b>			<b>112.50</b>

#### Class Preparation Detail

	# Chapters	Hrs/Chapter	Total Hours
Reading	12.00	1.50	18.00
Discussion Boards	14.00	0.50	7.00
Quizzes	15.00	0.50	7.50
Homework	15.00	1.00	15.00
In-class Projects	8.00	0.50	4.00
Excel/Personal Budget	2.00	6.00	12.00
Study for Midterm Exam	1.00	4.00	4.00
Study for Final Exam	1.00	8.00	8.00
<b>Total</b>			<b>75.50</b>

## McGraw Hill CONNECT ACTIVITIES

---

**Pre-class Activities and Quizzes:** Pre-class activities include quizzes based on the videos or readings which cover the main topics from each chapter. The main topics, identified in the textbook as “Learning Objectives”. Several readings are required for each chapter and are supplemented by videos. The videos are anywhere from 5 to 20 minutes in length and can be found on Connect. I have found that students interact with the textbook assignments best when they are given options. Therefore, I provide videos, textbook and the SmartBook activities intended to prepare you to complete the pre-class activity.

**Since these pre-class activities are intended to prepare you for class discussions, late assignments will NOT be accepted for credit. CONNECT will automatically submit your assignment on the due date/time, however, you will be able to view the videos after the due date for studying. If you are not present in class, you are still responsible for the pre-class activity. You will be able to drop your lowest quiz score.**

**Homework:** After-class activities will typically consist of exercises and problems from the end of each chapter within the CONNECT platform. These activities are intended to reinforce the most important chapter points. You will be able to drop your lowest homework score.

**You can submit your homework late, but you will receive a 50% reduction in your grade. Homework will not be accepted after the completion of the exam covering that chapter’s material. If you are not present in class, you are still responsible for in-class or after-class activities.**

**Quizzes:** Quizzes will typically consist of true/false, multiple choice, and matching questions from the CONNECT platform. These activities are intended to assess the students understanding of the material and represent the types of problems and questions on the Exams. **Therefore, late assignments will NOT be accepted for credit. You will be able to drop your lowest quiz score.**

### **Additional Tools in CONNECT**

**SmartBook:** SmartBook is an adaptive learning module within the CONNECT Accounting platform. At the end of each chapter you can review your comprehension by answering a series of multiple choice questions based on the reading and videos. You can also use this tool to measure your understanding of the material and recharge in the areas where you need the most help. As noted above, this tool is not required but some students may find it helpful.

## CUSTOM GUIDE

---

**Excel Online Module:** You will complete 13 modules from Custom Guide Interactive Training. You will prepare a personal budget demonstrating your Excel proficiency. A separate syllabus will be provided for this assignment.

## IN-CLASS ACTIVITIES

---

In-class activities will be completed either individually or as a group during the class period. These activities will be demonstrated in live (synchronous) Zoom Sessions.

## DISCUSSION BOARDS

---

You will be assigned a Team Learning Group. The purpose of these groups is to provide a rich learning experience through collaboration with your classmates. There will be essential questions that your group will answer based on the reading assignments, videos and in-class (synchronous) Zoom lectures.

In general, all after-class activities for a given chapter will be due prior to the beginning of the lecture of the next chapter, before the start of class. While working together on after-class activities is encouraged, you are expected to submit your own original work. You will retain the material longer term and perform better on exams if you complete and understand the activities. All submittals are to be well organized, clearly identified and in professional form.

## EXAMS

---

The exams may include problems, essay questions, and multiple-choice based on text material, class discussions, and in-class or after-class activities. See the Tentative Schedule for exam dates. Every student is expected to be present for exams at the scheduled times. **Without PRIOR permission, no makeup exams will be given.** I will provide a makeup exam only for absences officially excused by the university or for emergencies completely beyond a student's control, such as a documented illness or injury. You must coordinate any conflict with one of these exams with me as soon as you discover it, preferably not later than 48 hours prior to the exam. A make-up exam may be different from the original examination and the points available for a make-up exams will receive 90% of the original points available. All exams administered in Canvas will be proctored using Honorlock.

## COMPREHENSIVE ACCOUNTING PROBLEM

---

A comprehensive accounting problem will be required as a capstone to your learning during this course. A separate syllabus will be provided for this assignment.

## CANVAS

---

Many of your assignments will be submitted through PLNU's Learning Management System or Canvas. You will also be able to follow your progress in the class through Canvas. If you find you need technical support while using Canvas, please consult the [Canvas Guides](#).

## 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 (virtual or face-to-face), 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. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See Academic Policies in the Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Students taking online courses are expected to attend each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes posting in a graded activity in the course. (Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.)

Students who do not attend at least once in any 3 consecutive days will be issued an attendance warning. Students who do not attend at least once in any 7 consecutive days will be dropped from the course retroactive to the last date of recorded attendance.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

### **Asynchronous Attendance/Participation Definition**

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

## STATE AUTHORIZATION

---

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map using the below link to view which states allow online (distance education) outside of California.

<https://www.pointloma.edu/offices/office-institutional-effectiveness-research/disclosures>

## FINAL EXAMINATION POLICY

---

Successful completion of this class requires completing the final examination assignments by **the scheduled day**. The final examination schedule is posted on the [Class Schedules](#) site. No requests for early examinations or alternative days will be approved.

## 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 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. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies in the PLNU Catalog for further policy information.

## PLNU ACADEMIC ACCOMMODATIONS POLICY

---

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses. If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

## USE OF TECHNOLOGY

---

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact [student-tech-request@pointloma.edu](mailto:student-tech-request@pointloma.edu).

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class 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.

**ACC2000 - TENTATIVE Assignment Schedule**

Week	Date	Chapter / Activity	Topic
1	8/17 - 8/23	<i>Introduction</i> Excel Training	Join Learning Groups
2	8/24 - 8/30	Excel Training	Start Your Own Business
3	8/31 - 9/6	Chapter 1	Introduction to Accounting
4	9/7 - 9/13	Chapter 1 Chapter 8	Introduction to Accounting Proprietorships, Partnerships, Corps
5	9/14 - 9/20	Chapter 2	Accruals and Deferrals
6	9/21 - 9/27	Chapter 3	Merchandising Business
7	9/28 - 10/4	Chapter 4 Chapter 5	Cash Receivables
8	10/5 - 10/11	Chapter 6	Long Term Assets
9	10/12 - 10/18	Chapter 7	Liabilities Exam 1 - Review
10	10/19 - 10 /25	Chapters 1 - 7	Exam 1
11	10/26 - 11/1	Chapter 10	Intro to Managerial Accounting
12	11/2 - 11/8	Chapter 11	Cost Behavior
13	11/9 - 11/15	Chapter 12	Cost Accumulation
14	11/16 - 11/22	Chapter 14	Profit Planning
15	11/23 - 11/29	Chapter 9	Financial Stmt Analysis Review Final Exam
16	11/30 - 12/6	Chapters 9 - 14	Final Exam

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