

## Spring 2021

<b>Meeting days:</b> Monday	<b>Instructor title and name:</b> Liz Holbrook, CPA, MSA
<b>Meeting times:</b> 5:30PM – 8:15PM	<b>Cell Phone:</b> 425-753-6461
<b>Meeting location:</b> Remote/MV 315	<b>E-mail:</b> lholbroo@pointloma.edu
<b>Final Exam:</b> Monday, April 26, 2021 from 5:30PM - 8:15PM	<b>Office location and hours:</b> FSB 141; 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 is an expression of faith. Being of Wesleyan heritage, we strive 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

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This course develops both financial and managerial accounting concepts required by managers to analyze and communicate financial and other information as it relates to effective decision making in the coordination of managerial and organizational activities. Topics include financial statement analysis, capital and financial budgeting, performance measurement, cost-volume-profit relationships, and incremental analysis.

### COURSE LEARNING OUTCOMES

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This course will be problem and case-study intensive and upon successful completion of this course, you, the student, should be able to:

1. Explain financial accounting concepts, including all components of financial statements (PLO 1).
2. Analyze and evaluate financial statements, including understanding the limitations of accounting information for business decision purposes (PLO 3).
3. Exhibit an understanding of managerial accounting concepts, including: capital and financial budgeting, performance measurement, cost-volume-profit relationships, and incremental analysis (PLO 1).
4. Analyze business issues through the application of accounting, economic and management theory and concepts (PLO 2 & 3).
5. Collaborate in groups to evaluate issues and present solutions using accounting concepts (PLO 3, 6 & 7).
6. Explain the ethical impacts of business decisions using accounting theory and concepts (PLO 5).

### COURSE CREDIT HOUR INFORMATION

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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. Specific details about how the class meets the credit hour requirement can be provided upon request.

## REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

1. Garrison, R.H., Noreen, E.W., and Brewer, P.C. *Managerial Accounting*, 17<sup>th</sup> Edition. (2021). McGraw-Hill Irwin. (ISBN: 978-1-260-24778-7).
2. Fraser, L.M., & Ormiston, A. *Understanding Financial Statements*, 11<sup>th</sup> Edition. (2016). Pearson. (ISBN: 978-0-13-387403-7).
3. Case studies and other materials to be provided by instructor via Canvas.
4. Laptop (bring to all class meetings and exams).

## FOUNDATIONS OF ACCOUNTING PRE-REQUISITE LEVELING MODULE

You are required to take the Foundations of Accounting course pre-requisite leveling module. The time to complete the module is estimated at 6 to 9 hours, depending on your previous exposure to the subject.

An MBA program staff member has sent registration and completion instructions to your PLNU e-mail. If you have not received these instructions, please notify the professor immediately to avoid late completion penalties.

To successfully complete the module, you must earn a minimum score of 80% on the module post-test. You are allowed to attempt the post-test twice. If you have not achieved a passing score (80%) after two attempts, you will be required to purchase a new module for \$39.00, and continue attempts until a passing score is achieved at the same URL: <https://micro.peregrineacademics.com/pointloma>

The password for the retake module is: **PLNUPAY-1001**

This module is worth 5% of your total course grade. Extra credit is available if you complete the module early. Similarly, earned credit will be reduced according to the timeline given in the table below:

Date	% Grade Earned	Incentive
1/1	7%	Early Reward
1/8	6%	Early Reward
<b>1/15</b>	<b>5%</b>	<b>Full Credit</b>
1/22	3%	Late Penalty

\*if the course pre-requisite module has not been completed with a score of 80% or higher by January 22 meeting, the student will be dropped from the class. Students may receive only a partial refund in accordance with the PLNU refund policy outlined in the catalog.

The percentage earned on the leveling module post-test will be translated into points in conjunction with the extra credit and late penalty percentages as specified in the table below:

Post-test Percentage	Points Earned if completed by Jan 1	Points Earned if completed by Jan 8	Points Earned if completed by Jan 15	Points Earned if completed by Jan 22
95.00-100	70	60	50	30
90.00-94.99	63	54	45	27
85.00-89.99	56	48	40	24

80.00-84.99	49	42	35	21
<80.00	0	0	0	0

## ASSESSMENT

The available point distribution is as follows:

GRADED EVENT	POINTS
FOUNDATION OF ACCOUNTING MODULE (PRE-REQUISITE)	50
QUIZZES	55
HOMEWORK	220
CASE STUDY SUMMARIES	90
GROUP ANNUAL REPORT PROJECT	140
CLASS PARTICIPATION/ATTENDANCE	65
DISCUSSION BOARD POSTS	5
MID-TERM EXAM	150
FINAL EXAM (COMPREHENSIVE)	<u>225</u>
TOTAL	1,000

- Individual Quizzes:** Quizzes will be due at the beginning of each chapter and completed through the Canvas. No makeup quizzes will be given, and late submissions will not be accepted. The objective is to encourage you to read the chapters before they are discussed in class.
- Individual Homework:** Homework assignments will primarily consist of problems from the end of each chapter. Homework must be prepared using Microsoft Excel and submitted through Canvas. Homework must include all work and supporting calculations in Excel for credit. Submit only your own original work for homework. While working together on homework assignments is acceptable, you cannot share homework (Microsoft Excel) files and must do your own work. Late homework assignments will not be accepted.
- Group Case Study Summaries:** Case summaries for each assigned case are to be prepared based upon questions relating to such cases provided by the instructor. The specific case assignments and related questions, as well as the due date/time for each case summary will be posted in Canvas. Case studies will be completed in groups. Case summaries are to be 2 to 3 pages (APA format) in length plus any necessary supporting analysis and calculations. All supporting analysis and calculations must be prepared in Microsoft Excel. Late case summaries will not be accepted as we will discuss all cases the day case summaries are due. Submit only your group's own original work for case summaries. A thorough reading and analysis of each case is required to prepare the case summaries and to prepare you for your required contribution to case discussions that will occur for each case during class (see class participation below). Case Study Summaries must be submitted through Canvas.
- Group Annual Report Project:** You will be in groups of 2-4 students for a 7-part, semester-long project in which you will analyze the Form 10-K/Annual Report from a public firm. The purposes of this project are to emphasize financial statement literacy and to give students practical experience in the analysis of publicly-disclosed financial information. The project assignments match the readings from the Fraser text, and will culminate in a final group recommendation to either buy or sell the firm's stock. Each report has 4 goals: (1) quantitative accuracy, (2) reasonable written analysis, (3) proper spelling, grammar, punctuation, and (4) completeness. More information and report templates/forms are found in Canvas and Google Drive.
- Class Participation/Attendance:** The success of the course will be impacted by the quality of participation each class period. Class participation will be based upon your contributions to discussions, including input

or questions regarding the readings, case-studies and homework assignments. In addition, you should be prepared to answer questions, and participate in group activities and other in-class assignments as they may arise. Class participation will also be based upon your attendance – please see the class policy regarding attendance below.

6. **Exams:** Every student is to be present for the mid-term exam and the final exam at the scheduled times. No makeup exams will be given without PRIOR permission.

## GRADING

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Students will be evaluated based on the following scale:

Percent	Grade	Percent	Grade	Percent	Grade
93.0-100	A	80.0-82.9	B-	67.0-69.9	D+
90.0-92.9	A-	77.0-79.9	C+	63.0-66.9	D
87.0-89.9	B+	73.0-76.9	C	60.0-62.9	D-
83-86.9	B	70.0-72.9	C-	0.0-59.9	F

## INCOMPLETES AND LATE ASSIGNMENTS

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All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned under extremely unusual circumstances.

## FINAL EXAMINATION POLICY

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

## PLNU ACADEMIC HONESTY POLICY

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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 Graduate and Professional Studies Catalog for definitions of kinds of academic dishonesty and for further policy information.

## PLNU ACADEMIC ACCOMMODATIONS POLICY

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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](mailto: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.

## **PLNU ATTENDANCE AND PARTICIPATION POLICY**

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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 Graduate and Professional Studies Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

### **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.

At Point Loma Nazarene University, attendance is required at all scheduled classes. Hybrid format means some class meetings will be face-to-face and some will be online. Attendance in the face-to-face classes is to be for the entire time of the class. Arriving late or leaving early will be considered a partial absence. A day of attendance in an online class is determined as contributing a substantive note, assignment, discussion, or submission that adds value to the course as determined by the instructor. Three days of attendance are required each week.

### Face-to-face Portion of the Hybrid course

In blended or hybrid courses, if a student misses one face-to-face class then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses two face-to-face classes, the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

### Online Portion of the Hybrid Course

If a student misses two online classes (fails to contribute to a discussion board) during the course, then the faculty member will send an email to the student and the Director of Student Success warning of attendance jeopardy. There are no exceptions to this policy.

If a student misses three online classes (fails to contribute to a discussion board by the due date) during the course, then the faculty member or Vice Provost for Academic Administration (VPAA) will initiate the student's de-enrollment from the course without further advanced notice to the student. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of "F" and there will be no refund of tuition for that course.

1 missed F2F class = warning

2 missed F2F classes = de-enrollment

2 missed online classes = warning

3 missed online classes = de-enrollment

## **USE OF TECHNOLOGY**

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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.

## **STATE AUTHORIZATION**

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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>

## **PLNU COPYRIGHT POLICY**

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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.

## **SPIRITUAL CARE**

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PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our graduate students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus we have an onsite chaplain, Rev. Gordon Wong, who is available during class break times across the week. If you have questions for, desire to meet or share a prayer request with Rev. Wong you can contact him directly at [mvchaplain@pointloma.edu](mailto:mvchaplain@pointloma.edu) or [gordonwong@pointloma.edu](mailto:gordonwong@pointloma.edu). Rev. Wong's cell number is 808-429-1129 if you need a more immediate response. In addition, on the MV campus there is a prayer chapel on the third floor which is open for use as a space set apart for quiet reflection and prayer.

## **CELL PHONE GUIDELINES**

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Please feel free to text or call me if you ever have questions or need any kind of assistance. If I don't answer right away, I will get back to you as soon as I can. I am always available by email as well, as it comes directly to my phone. If it is before 7:30am or after 9:00pm please email me rather than call or text.

## **COURSE SCHEDULE AND ASSIGNMENTS**

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**Schedule Changes:** Please see Canvas for more detail regarding course schedule, assignments and due dates.

WEEK	DATE	CLASS CONTENT/TOPIC	CHAPTER READING DUE	INDIVIDUAL ASSIGNMENT DUE	GROUP ASSIGNMENT DUE
1	1/11/21	<ol style="list-style-type: none"> <li>1. Course Overview/Syllabus</li> <li>2. Group ARP Project Overview</li> <li>3. Garrison Prologue – Managerial Accounting Overview</li> <li>4. Fraser Chapter 1 – Financial Statements – An Overview</li> </ol>	<ol style="list-style-type: none"> <li>1. Garrison Prologue</li> <li>2. Fraser Chapter 1</li> </ol>	Foundations of Accounting Module	None
2	1/18/21	No Class – MLK Day			
3	1/25/21	<ol style="list-style-type: none"> <li>1. Fraser Chapter 2 – The Balance Sheet</li> <li>2. ARP Part 1</li> </ol>	Fraser Chapter 2	1. Fraser Chapter 2 Quiz	ARP Part 1
4	2/1/21	<ol style="list-style-type: none"> <li>1. Fraser Chapter 3 – The Income Statement and Statement of Shareholders’ Equity</li> <li>2. ARP Part 2</li> </ol>	Fraser Chapter 3	<ol style="list-style-type: none"> <li>1. Fraser Chapter 2 Homework</li> <li>2. Fraser Chapter 3 Quiz</li> </ol>	ARP Part 2
5	2/8/21	<ol style="list-style-type: none"> <li>1. Garrison Chapter 1 – Managerial Accounting and Cost Concepts</li> <li>2. ARP Part 3</li> </ol>	Garrison Chapter 1	<ol style="list-style-type: none"> <li>1. Fraser Chapter 3 Homework</li> <li>2. Garrison Chapter 1 Quiz</li> </ol>	ARP Part 3
6	2/15/21	<ol style="list-style-type: none"> <li>1. Garrison Chapter 5 – Cost-Volume-Profit Relationships</li> <li>2. ARP Part 4</li> </ol>	Garrison Chapter 5	<ol style="list-style-type: none"> <li>1. Garrison Chapter 1 Homework</li> <li>2. Garrison Chapter 5 Quiz</li> </ol>	ARP Part 4
7	2/22/21	<ol style="list-style-type: none"> <li>1. Garrison Chapter 6 – Variable Costing and Segment Reporting</li> <li>2. Case Study 1</li> </ol>	Garrison Chapter 6	<ol style="list-style-type: none"> <li>1. Garrison Chapter 5 Homework</li> <li>2. Garrison Chapter 6 Quiz</li> </ol>	Case Study 1
8	3/1/21	Midterm Exam – Fraser Chapters 1-3; Garrison Prologue and Chapters 1, 5, 6	N/A	1. Garrison Chapter 6 Homework	None
9	3/8/21	No Class - CCW			
10	3/15/21	<ol style="list-style-type: none"> <li>1. Fraser Chapter 4 – Statement of Cash Flows</li> <li>2. ARP Part 5</li> </ol>	Fraser Chapter 4	1. Fraser Chapter 4 Quiz	ARP Part 5
11	3/22/21	<ol style="list-style-type: none"> <li>1. Fraser Chapter 5 – Analysis of Financial Statements</li> <li>2. ARP Part 6</li> </ol>	Fraser Chapter 6	<ol style="list-style-type: none"> <li>1. Fraser Chapter 4 Homework</li> <li>2. Fraser Chapter 5 Quiz</li> </ol>	ARP Part 6

12	3/29/21	1. Garrison Chapter 8 – Master Budgeting 2. ARP Part 7	Garrison Chapter 8	1. Fraser Chapter 5 Homework 2. Garrison Chapter 8 Quiz	ARP Part 7
13	4/5/21	1. Garrison Chapter 9 – Flexible Budgets and Performance Analysis 2. Case Study 2	Garrison Chapter 9	1. Garrison Chapter 8 Homework 2. Garrison Chapter 9 Quiz	Case Study 2
14	4/12/21	1. Garrison Chapter 13 – Differential Analysis 2. Case Study 3	Garrison Chapter 13	1. Garrison Chapter 9 Homework 2. Garrison Chapter 13 Quiz	Case Study 3
15	4/19/21	Garrison Chapter 14 – Capital Budgeting Decisions	Garrison Chapter 14	1. Garrison Chapter 13 Homework 2. Garrison Chapter 14 Quiz	None
16	4/26/21	Final Exam – Comprehensive, Emphasis on Fraser Ch. 4-5; Garrison Chs. 8, 9, 13, 14	N/A	1. Garrison Chapter 14 Homework	None