

Fall 2021

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Meeting days/times: Section 3: MW 10:55am – 12:40pm Section 4: MW 12:55pm – 2:40pm	E-mail: lholbroo@pointloma.edu
Meeting location: FSB #109	Office location and hours: FSB 141; By Appointment
Final Exam: Section 3: Monday, December 13 10:30am - 1:00pm; Section 4: Wednesday, December 15 1:30pm – 4:00pm	

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

The theory and practice of accounting applicable to measuring, recording and reporting business transactions for external users. Topics include generally accepted accounting principles with introductions to business ethics, the accounting process, financial statement preparation, merchandising operations, short-term liquid assets, fixed assets, inventories, current and long-term liabilities, and owner’s equity.

COURSE LEARNING OUTCOMES (CLO)

Upon completion of this course, students will be able to:

1. Exhibit an understanding of generally accepted accounting principles, accrual-basis accounting, the accounting process, and the uses and limitations of accounting information. (PLO 1, A1 & D1)
2. Describe the important elements of financial statements, including assets, liabilities and equity, revenue, expenses and net income. (PLO 1 & A1)
3. Analyze common business transactions and record them using double-entry accounting. (PLO 2, A1 & A2)
4. Calculate key accounting and financial ratios. (PLO 1, A1, A2 & C1)
5. Apply accounting concepts and principles to help plan, control, and make informed decisions in a variety of personal, and professional contexts. (PLO 2 & A2)
6. Explain ethical responsibility in preparing accurately stated financial information. (PLO 1 & 4)

REQUIRED TEXT

Warren, Jones, Tayler, Financial and Managerial Accounting, 15th edition, Cengage Learning
CengageNow2 Access Key
Simple Calculator (no electronic communication/recording devices)

CENGAGE

We will be using the CengageNOWv2 online access for this course. Instructions for accessing and registering for our course in Cengage are as follows:

1. Go to <https://www.cengage.com/dashboard/#/course-confirmation/E-Y84E5FGWJQRBM/initial-course-confirmation>
2. If you already have an access code, register with that code.
3. If you do not already have an access code, purchase an access code online and register for the class.

ASSESSMENT

The approximate available point distribution is as follows:

Midterms (2 @ 100 points per exam)	200
Final Exam (Comprehensive)	200
Annual Report Project	10
Quizzes (Pre-Lecture)	65
Homework Assignments (Post-Lecture)	130
Class Participation and Attendance	40
Total approximate points available	<u>645</u>

Midterms & Final Exam: The exams may include Multiple-Choice or Problems based on text material, class discussions, and homework assignments. The final exam will be comprehensive. No makeup exams will be given without prior permission. Students should bring standard calculators, pencils, and an eraser to all exams.

Chapter Quizzes: Quizzes will be due at the beginning of each chapter and completed through the CengageNOWv2 website. 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. Quiz scores are worth 5 points per chapter.

Homework: Homework assignments consist of questions and problems from the end of each chapter and will reinforce the most important chapter points. In general, homework will be due before class on the day following the chapter lecture. Submit only your own original work for homework. Homework will be completed and submitted through the CengageNOWv2 website. Late homework assignments will receive 50% credit, but no homework will be accepted after the exam on the chapter material. Homework is worth 10 points per chapter.

Special Projects: Special projects using basic excel will be covered during the semester.

Class Participation, Group Work & Attendance: You are to be prepared to answer questions, and participate in group activities and other in-class assignments. **Attendance at all class sessions is mandatory.** You may be dropped from the course if you are absent for more than 10% of the classes. **Be on time to class.** Punctuality is an important attribute in any successful business endeavor. If you are late two times, it will be counted as one absence. Students may be excused from class for inappropriate computer/cell phone usage and the class will be counted as an unexcused absence for grading purposes.

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.

The Tutorial Center is also available to students free of charge. Tutoring is available by appointment only, and appointments must be made at least one day in advance. Appointments may be arranged in person at the Tutorial Center, over the phone at (619) 849-2593, or via email at TutorialServices@pointloma.edu.

GRADING

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

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas and on Cengage.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all 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.

FINAL EXAMINATION POLICY

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.

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](#) information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use for any online or hybrid classes. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

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

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](#) for definitions of kinds of academic dishonesty and for further policy information.

PLNU ACADEMIC ACCOMMODATIONS POLICY

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. 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 issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

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 and/or if they do not wish to utilize some or all of the elements of their AP in that course.

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.

SPIRITUAL CARE

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the Office of Spiritual Development

COVID GUIDELINES

1. Due to our current pandemic conditions, our class will follow all of the PLNU policies related to Covid-19. Please see the [PLNU Covid-19 website](#), the Covid-19 Canvas course, and the [PLNU catalog](#) for the most current policies.
2. Students will answer the questions on the Campus Clear app each day before coming to class. All of us, including me, can show our respect and care for each other by not coming to class if we don't pass the Campus Clear app or have any covid symptoms.
3. During our in-person class we will all wear face masks (over nose and mouth) and maintain as much distance as possible.
4. If I (or a member of my household) are in quarantine, our class may need to meet remotely for that time. Please check your PLNU email before coming to class in case there is a last-minute change in the modality of class.
5. If you are in quarantine, please follow the syllabus, complete the work on Canvas and on Cengage (if any) and get missed notes from a classmate.

COURSE SCHEDULE AND ASSIGNMENTS

See Canvas Weekly Modules for details on the Course Schedule and Assignments.

WEEK	DATES	CHAPTER	TOPIC
1	8/31/21	1	Syllabus/Introduction to Accounting and Business
	9/1/21	2	Analyzing Transactions
2	9/6/21	No Class	Labor Day
	9/8/21	2	Analyzing Transactions
3	9/13/21	3	The Adjustment Process
	9/15/21		
4	9/20/21	4	The Accounting Cycle
	9/22/21		
5	9/27/21	EXAM 1	Chapters 1-4
	9/29/31		
6	10/4/21	5	Accounting for Retail Businesses
	10/6/21		
7	10/11/21	6	Inventories
	10/13/21		
8	10/18/21	7	Internal Control and Cash
	10/20/21		
9	10/25/21	8	Receivables
	10/27/21		
10	11/1/21	EXAM 2	Chapters 5-8
	11/3/21		
11	11/8/21	9	Long-Term Assets: Fixed Assets and Intangibles
	11/10/21		
12	11/15/21	10	Liabilities: Current, Installment Notes, and Contingencies
	11/17/21		

13	11/22/21	11	Liabilities: Bonds Payable
	11/24/21	No Class	Thanksgiving Break
14	11/29/21	11	Liabilities: Bonds Payable
	12/1/21	12	Corporations: Organization, Stock Transactions, and Dividends
15	12/6/21	12	Corporations: Organization, Stock Transactions, and Dividends
	12/8/21	13	Statement of Cash Flows
16		FINAL EXAM	COMPREHENSIVE – Chapters 1-13 Section 3: Monday, December 13 10:30am - 1:00pm Section 4: Wednesday, December 15 1:30pm – 4:00pm

To learn this material: Focus your study efforts on understanding the material. Try not to simply memorize. Expect to spend 2-3 hours in study and homework for each 1 hour of class time. Additional time may be required to prepare for exams. Read each chapter before it is discussed in class and note questions for discussion. The most effective study strategy to prepare for tests is to **thoroughly understand problems worked in class** and assigned in the homework.

You must keep up with the assignments. Accounting is a subject that builds on the previous chapter material. **It is important to not fall behind.** If you are experiencing problems, please notify me immediately and consider using a tutor from the Academic Support Center.

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 changes as necessary. I will not consider absence an excuse for not keeping your schedule updated. **Check your PLNU e-mail and CengageNow website daily. If you miss class, check with a classmate.**