

Summer 2023

Meeting days: Tuesday	Instructor title and name: Liz Holbrook, CPA, MSA
Meeting times: 5:30PM – 8:15PM	Cell Phone: 425-753-6461
Meeting location: MV 314	E-mail: lholbroo@pointloma.edu
Final Exam: Tuesday, August 22 from 5:30PM - 8:15PM	Office location and hours: 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

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

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).

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

1. Garrison, R.H., Noreen, E.W., and Brewer, P.C. Managerial Accounting, 17th Edition. (2021). McGraw-Hill Irwin. (ISBN: 978-1-260-24778-7).
2. Fraser, L.M., & Ormiston, A. Understanding Financial Statements, 11th Edition. (2016). Pearson. (ISBN: 978-0-13-387403-7).
3. 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**

If you take any modules that are not assigned to you for this course, you will be billed for each module at \$39. Modules should only be taken when assigned by the course and NOT earlier.

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
4/30	7%	Early Reward
5/7	6%	Early Reward
5/14	5%	Full Credit
5/21	3%	Late Penalty

Note: If the course pre-requisite module has not been completed with a score of 80% or higher by **May 21**, 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 4/30	Points Earned if completed by 5/7	Points Earned if completed by 5/14	Points Earned if completed by 5/21
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 (5 POINTS EACH)	50
HOMEWORK (25 POINTS EACH)	250
GROUP CASE STUDIES (30 POINTS EACH)	90
GROUP ANNUAL REPORT PROJECT PARTS 1-5 (30 POINTS EACH)	150
INDIVIDUAL ANNUAL REPORT PROJECT PAPER PART 6	50
DISCUSSION BOARD POSTS	10
MID-TERM EXAM	150
FINAL EXAM (COMPREHENSIVE)	<u>200</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 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 unless there is a special circumstance.
- Group Case Studies:** Case studies 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 in Microsoft Word and/or 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. Case Studies must be submitted through Canvas.
- Group Annual Report Project:** You will be in groups of 3-4 students for a 6-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 assignment will culminate in a final individual paper recommending 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. A separate rubric will be provided for the final paper.
- 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.

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. Incompletes will only be assigned under extremely unusual circumstances.

GRADING

Students will be evaluated based on the following scale:

A=93-100	C=73-76
A-=92-90	C-=70-72
B+=87-89	D+=67-69
B=83-86	D=63-66
B-=80-82	D-=60-62
C+=77-79	F=0-59

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.

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 the Academic Honesty Policy in the Graduate and Professional Studies Catalog 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.

PLNU ATTENDANCE AND PARTICIPATION POLICY

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member can file a written report which may result in 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. See Academic Policies in the Graduate and Professional Studies Catalog for additional detail.

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.

SPIRITUAL CARE

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 or 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.

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

CELL PHONE GUIDELINES

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

Schedule Changes: The information in this syllabus is subject to change. I will announce changes in class and through PLNU email or Canvas early enough to provide adequate time to complete assignments. It is your responsibility to maintain your schedule. I will not consider an absence an excuse for not keeping your schedule updated. Please check your PLNU email and Canvas daily. 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	5/9/23	LIGHT WEEK: 1. Review Course Overview/Syllabus	1. Garrison Prologue 2. Fraser Chapter 1	1. Introductory Discussion Board Post 2. Foundations of Accounting Module	
2	5/16/23	1. Garrison Prologue – Managerial Accounting Overview 2. Fraser Chapter 1 – Financial Statements – An Overview 3. Fraser Chapter 2 – The Balance Sheet	Fraser Chapter 2	1. Fraser Chapter 2 Quiz	
3	5/23/23	1. Group ARP Project Overview 2. Work on ARP Part 1		1. Fraser Chapter 2 Homework	
4	5/30/23	1. Fraser Chapter 3 – The Income Statement and Statement of Shareholders' Equity 2. Review ARP Part 1	Fraser Chapter 3	1. Fraser Chapter 3 Quiz	ARP Part 1
5	6/6/23	1. Garrison Chapter 1 – Managerial Accounting and Cost Concepts 2. Review ARP Part 2	Garrison Chapter 1	1. Fraser Chapter 3 Homework 2. Garrison Chapter 1 Quiz	ARP Part 2
6	6/13/23	1. Garrison Chapter 5 – Cost-Volume-Profit Relationships 2. Review ARP Part 3	Garrison Chapter 5	1. Garrison Chapter 1 Homework 2. Garrison Chapter 5 Quiz	ARP Part 3
7	6/20/23	1. Garrison Chapter 6 – Variable Costing and Segment Reporting 2. Review Case Study 1	Garrison Chapter 6	1. Garrison Chapter 5 Homework 2. Garrison Chapter 6 Quiz	Case Study 1
8	6/27/23	Midterm Exam – Fraser Chapters 1-3; Garrison Prologue and Chapters 1, 5, 6		1. Garrison Chapter 6 Homework	
9	7/4/23	NO CLASS – 4 th of July Week			
10	7/11/23	1. Review Midterm Exam 2. Fraser Chapter 4 – Statement of Cash Flows 3. Review ARP Part 4	Fraser Chapter 4	1. Fraser Chapter 4 Quiz	ARP Part 4
11	7/18/23	1. Fraser Chapter 5 – Analysis of Financial Statements 2. Review ARP Part 5	Fraser Chapter 5	1. Fraser Chapter 4 Homework 2. Fraser Chapter 5 Quiz	ARP Part 5

12	7/25/23	<ol style="list-style-type: none"> Garrison Chapter 8 – Master Budgeting Review ARP Part 6 	Garrison Chapter 8	<ol style="list-style-type: none"> Fraser Chapter 5 Homework Garrison Chapter 8 Quiz 	ARP Part 6
13	8/1/23	<ol style="list-style-type: none"> Garrison Chapter 9 – Flexible Budgets and Performance Analysis Review Case Study 2 	Garrison Chapter 9	<ol style="list-style-type: none"> Garrison Chapter 8 Homework Garrison Chapter 9 Quiz 	Case Study 2
14	8/8/23	<ol style="list-style-type: none"> Garrison Chapter 13 – Differential Analysis 	Garrison Chapter 13	<ol style="list-style-type: none"> Garrison Chapter 9 Homework Garrison Chapter 13 Quiz 	Case Study 3
15	8/15/23	<ol style="list-style-type: none"> Review Case Study 3 Review for Final Exam 		<ol style="list-style-type: none"> Garrison Chapter 13 Homework 	
16	8/22/23	Final Exam – Fraser Ch. 4-5; Garrison Chs. 8, 9, 13			