

University of La Verne  
College of Business and Public Management  
**Financial and Managerial Accounting – Acct 203**  
Winter 2016 Term On-Line CRN #1097

**INSTRUCTOR**

Dennis C Kyte, CPA, MBA

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**TEXT AND COURSE MATERIALS**

Fundamental Accounting Principles, Wild, Shaw, Chiappetta, **22nd Edition**, McGraw-Hill 2015

**PREREQUISITES**

No previous accounting coursework is required. Students are expected to have computer proficiency, including word processing, spreadsheet, electronic communications, and information retrieval on the Internet.

**COURSE DESCRIPTION/OBJECTIVES**

The goals of this course are:

- A)            To introduce key concepts and terminology underlying financial accounting and reporting.
- B)            To introduce management accounting concepts and terminology and how to utilize accounting information for solving basic business problems.
- C)            To develop business communication skills in the context and format commonly employed in the business environment.
- D)            To explore ethical considerations in the collection, formulation, interpretation, analysis and use of financial information.

Upon the successful completion of this course, students should be able to: 1) accurately measure, report and analyze the financial activity of a business enterprise; 2) have a working knowledge of the theories, concepts and terminology of financial and managerial accounting; 3) make management decisions based on the information derived from an accounting system.

**RELATIONSHIP TO THE GRADUATE BUSINESS PROGRAM**

This course is designed for students with no previous accounting or business education. It is to be completed within the first two years of an undergraduate program in business administration, management, economics and/or accounting. ACCT – 203 -01 is a specific prerequisite for 330 Business Finance as well as all upper-division core business courses. This course is a core business course, required for a bachelor's degree in all business majors.

## Acct 203 – 01 Financial and Managerial Accounting

Winter 2016

Syllabus – page 2

### **GRADING:**

Class participation	30%
Project	20%
Midterm exam	20%
Final comprehensive exam	30%

Grades will be assigned according to the following percentages:

95 - 100%	A	70 – 73%	C-
90 - 94%	A-	67 - 69%	D+
87 - 89%	B+	64 - 66%	D
84 - 86%	B	60 - 63%	D-
80 - 83%	B-	Below 60%	F
77 - 79%	C+		
74 - 76%	C		

### **BLACKBOARD**

The platform for this course is Blackboard which is an Internet-based course management system. Posted on this Blackboard are the following types of items for this course: syllabus, weekly schedule of assignments, project, discussion boards, lecture notes with power point slides, and solutions for assigned homework problems. Blackboard contains communication capabilities including: E-mailing to your instructor and classmates; participating in discussions by posting your work, comments, questions, etc. on Discussion Boards; and chatting electronically in “real time”, if/when necessary, with your instructor and/or some classmates.

### **CLASS PARTICIPATION**

You are required to be an **active participant** in class discussions. Your participation is worth 30% of your course grade. To receive credit for class participation, your attitude and participation in class must be thoughtful, sincere, and respectful. Active participation means you are going to do the following, at a minimum: Check your E-mail and Blackboard every one or two days, or more frequently, if needed, throughout the course; prepare for and participate in Discussion Board and any Live Chat sessions; communicate with classmates and the instructor on a **timely basis; and complete all readings and assignments on a timely basis.**

**PROJECT:** The objective of the project is to improve your understanding , knowledge and application of the accounting cycle. (the accounting cycle consists of (i) Analyze transactions (ii) Prepare journal entries (iii) Post journal entries (iv) Prepare Unadjusted Trial Balance (v) Prepare adjusting entries (vi) Prepare adjusted Trial balance (vii) Prepare Financial statements (viii) Close the Books (ix) Prepare post-closing Trial Balance. You will submit your completed project to the Assignment Tool Drop-box in Blackboard. (NOTE: To access Assignment Tool, please view Tutorials on assignment submission found on Tutorial Tab on Blackboard). This project is worth 25% of the course grade. **No late papers will be accepted.** To access detail instructions, click on Project in Blackboard.

## Acct 203 -01 Financial and Managerial Accounting

Winter 2016

Syllabus – page 3

**HOMEWORK:** Your required chapter readings and problems are included on the Weekly Schedule posted in Blackboard under Syllabus. Solutions to homework problems are posted under Course Content and will be discussed through your participation on a Discussion Board. Please note that at the instructor's discretion, assignments may be added, changed, or deleted. For example, from time to time, you may be asked to find or read an article and discuss it through your participation on a Discussion Board. As you are probably aware, corporate accounting scandals have been highly publicized in the news in past years and can provide us with some interesting insights about ethics and the importance of accounting in the business world. Your participation in class discussions is worth 30% of the course grade.

**EXAMS:** The midterm and final exams are worth 20% and 25%, respectively. The exams will be structured to include any combination of: a) multiple-choice and true/false; b) fill-ins and matching; c) essay; d) problem solving; and/or e) preparation, calculation, and analysis of accounting information. You must show all your work. Work must be neat, legible, and well labeled. **Exams are open-book and are to be completed on an individual basis. You are on your honor to do your own work.** This is NOT a group assignment. **No late exams will be accepted nor will make-up exams be given.** If a student must miss an exam due to a University-recognized emergency, the student must notify the instructor prior to the exam and discuss the circumstances. Documentation as to the validity of the emergency will be required. Detail instructions regarding the exams will be posted on Blackboard at a later date.

**INSTRUCTOR LECTURE NOTES:** Instructor lecture notes with power point slides have been prepared to clarify and **supplement** your reading of the textbook and other course materials. To access the lecture notes, click on Course Contents for the appropriate chapter and week. You will need to download the power point slides to your computer in order to view the lecture notes that accompany each slide. **Pay special attention to and make sure you understand "Need To Know".**

### **STUDENT RESPONSIBILITIES:**

Your responsibilities in this course are as follows:

- You must comply with the standards set forth in the University catalog regarding academic honesty and behavior standards.
- Actively participate in class discussions and problem-solving activities as directed by your instructor. This means communicating with both your instructor and your classmates. The learning process is facilitated through this ongoing dialog.
- Take charge of your own learning. If you need assistance or clarification beyond the scheduled ongoing Discussion Board activities, then do not hesitate to contact your instructor through E-mail and/or telephone.
- Show respect and patience for your classmates and instructor.
- **Complete your homework and project on a timely basis.**
- Successfully complete your exams on an individual basis.

## **Acct – 01 Financial and Managerial Accounting**

Winter 2016

Syllabus – page 4

### **YOUR CONTINUED ENROLLMENT IN THIS COURSE DENOTES YOUR UNDERSTANDING OF AND COMPLIANCE WITH ALL ELEMENTS OF THIS SYLLABUS.**

#### **Academic Honesty – Per ULV 2015-2016 Catalog**

Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity:

- a. All tests, term papers, oral and written assignments, recitations, and all other academic efforts are to be the work of the student presenting the material.
- b. Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format.
- c. Deliberately supplying material to a student for purposes of plagiarism is also culpable. When academic honesty is in question, the following may occur:
  1. A faculty member who has clear evidence that academic honesty has been violated may take appropriate disciplinary action. Appropriate disciplinary action may include, but is not limited to, requiring the student to rewrite a paper or retake a test, giving the student an F on the assignment and/or in the course, and/or recommending expulsion. If the action includes giving a course grade of NCR or F and/or a recommendation for expulsion because of academic dishonesty, the faculty member must report the action to the Department Chair and/or Academic Dean (or to the Campus/Program Director for off-campus situations).
  2. If a faculty member has reason to suspect academic dishonesty (even after having seen requested additional or revised work when appropriate) and the student denies the allegation, the faculty member may refer the matter to the Provost (through the Campus/Program Director for off-campus situations). Following due process an Academic Judicial Board may be formed to investigate the matter and make a recommendation to the Provost about whether academic honesty has been violated. The Vice President will then take appropriate action which may include, but is not limited to, academic probation, suspension, or expulsion. In this process students may be asked to produce earlier drafts of their work and/or original notes and resources, other samples of writing, or documents deemed appropriate or necessary by the Board.
  3. Grades of F or NCR received in courses due to academic dishonesty will be filed with appropriate documentation for future reference in the office of the Provost by the Department Chair, Academic Dean, or Campus/Program Director. Students receiving an F or NCR as a result of academic dishonesty will be sent a letter from the Provost noting that a second offense will result in expulsion.
  4. Expulsion for academic dishonesty will be noted on the student's transcript by the words "Expelled for Academic Dishonesty."

**ACCT 203 – Financial and Managerial Accounting**

**Weekly Schedule**

**Winter 2016**

<b>Week</b>	<b>Chapter</b>	<b>Topics</b>	<b>Homework Problem Set A</b>
Jan. 4 - 10	Chapter 1	Accounting in business	1, 3 through 7
	Chapter 2	Analyzing & Recording business transactions	1, 2 and 4
Jan.11 - 17	Chapter 3	Adjusting accounts and preparing financial statements	1, 2, 5, 6 and Ex.1
	Chapter 4	Completing the Accounting cycle	3 and 4 (omit part 3)
Jan.18 - 24	Chapter 5	Accounting for merchandising operations	1, 3, 5 (omit part 4)
	Chapter 6	Inventories and cost of sales	1, 2, 3, and 10
Jan.25 - 31	Chapter 8	Cash and internal controls	1 and 4
	Chapter 9	Accounting for Receivables	1, 2, 4, and 5
Feb.1 – 7	Chapter 10	Plant assets and intangibles	1, 3, 4, 6, and 8
	<b>Midterm Exam (due 10 p.m. on Feb. 7)</b>		
Feb.8 –14	Chapter 11	Current liabilities	1 and 4
	Chapter 13	Accounting for corporations	1, 4 and 5 and Ex. 8 and 9
Feb.15 - 21	Chapter 18	Managerial accounting concepts/principles	1, 2 and 3 (omit part 3)
	Chapter 19	Job order cost accounting	1
<b>Project (due 10 p.m. on Feb. 21)</b>			
Feb.22 - 28	Chapter 21	Cost-volume-profit analysis	4, 5, and Exercise 24

Feb.29 – Mar. 6	Chapter 24	Performance Measurement and Responsibility Acctg	1 and 5 (omit part 3)
Mar.7- 13	Chapter 22	Budgeting and Planning	6 and 7
<b>Final Exam (due 10 p.m. on Thursday Mar. 10)</b>			

**NOTE: At the instructor's discretion, course content and assignments  
 may be expanded, changed, or deleted.**

**NOTE:** You are to SEND to the Assignment Tool Drop-box by the **due date** indicated above the midterm exam, project, and final exam.  
 To access the assignment Tool drop-box in Blackboard, please view "Tutorials" on assignment submission found on Tutorial  
 Tab on Blackboard.