

Monfort College of Business
Semester Course Syllabus

(2017-2018)

COURSE PREFIX/TITLE: BAAC 301 – Survey of Accounting

Sem. Hrs. 3
 Ed. Cap: 40

CATALOG DESCRIPTION: Prerequisite: Non-business majors only. Juniors or above. No graduation credit for business majors. A survey course studying accounting as the language of business. Topics include the environment, methods and uses of accounting information, financial statement development and use, and cost information development and analysis for decision making.

PREREQUISITES: Non-business majors only. Juniors or above. No graduation credit for business majors.

COURSE OBJECTIVES:

1. To study the environment, methods and uses if accounting information.
2. To learn basic concepts of financial statement development and use.
3. To learn basic concepts of cost information development.
4. To learn basic concepts of cost analysis for decision making in the business context.

MCB ASSURANCE OF LEARNING GOALS AND OBJECTIVES:

Learning Goal	Learning Objective	Course Coverage
Be knowledgeable of key concepts in core business curriculum	Students will demonstrate a firm understanding of core business concepts.	Objectives 1, 2, 3, 4
Be effective communicators	Students will prepare and deliver quality presentations on a business topic.	
	Students will prepare quality business documents.	
Demonstrate conceptual and analytical skills	Students will analyze data & information to identify key problems, generate and evaluate appropriate alternatives, and propose a feasible alternative.	
Be proficient with technology	Students will demonstrate proficiency in common business software packages.	
Demonstrate ethical awareness	Students will be knowledgeable about ethics and social responsibility.	
	Students will identify the ethical issue or problem, analyze the consequences for various stakeholders, and develop an acceptable resolution.	
Be proficient with discipline-specific knowledge	Students will demonstrate a firm understanding of discipline-specific knowledge within their emphasis.	
	Students will demonstrate competency with advanced topics within their emphasis.	

COURSE TOPICS:

Approx.
50 Min.

<u>Periods</u>	<u>Topics Covered</u>	<u>Description</u>
4	Environment of Accounting Transaction Analysis	The environment and purpose of accounting; the role of the accountant, current developments in accounting.
3	Merchandising and Inventory	Accounting for the merchant setting, inventories and costing.
6	Cash and Receivables	Accounting for cash and accounts receivable.
	Internal Controls	Role of internal controls.
3	Long Term Assets	Accounting for capital assets including depreciation.
3	Liabilities and Equity	Accounting for capital providers including loans and capital stock.
8	Financial Statements	Regulation of accounting information, analysis and use of financial statements by creditors and investors.
3	Managerial Accounting	The need for internal information.
6	Cost Behavior and Cost-Volume- Profit Models	Nature of cost behavior and alternative views of accounting information, modeling the business.
3	Managerial Decision Making	Relevant revenues and costs for decisions, application of overheads.
6	Planning and Budgets	Planning in the business context, budgeting revenues, costs, capital investment and cash flows.
45	Total	

COURSE REQUIREMENTS: At least two, 50 minute examinations as well as daily assignments, computer assignments, and/or written projects, cases or presentations.

TYPE OF GRADING: Letter

SUGGESTED TEXT AND/OR SUPPLEMENTS: (Note: These books are only suggested. Prior to purchasing books and other materials, students need to check with the class instructor for these choices.)

Thomas P. Edmonds, Philip R. Olds, Frances M. McNair, Bor-Yi Tsay, (2011), *Survey of accounting* (3rd ed.), McGraw-Hill Connect for Accounting.

ASSESSMENT STATEMENT: The Monfort College of Business may collect data in this course that will be used to assess student progress toward our program learning goals and objectives. Individual student performance information will be kept confidential; however, this data may be disseminated in an aggregate form to professional groups and through research publications. If you do not wish your performance in this class to be included in research about overall student performance (beyond the accreditation process), please inform your instructor in writing of this intent.

COMPUTER UTILIZATION: Students are encouraged to use the College's computing facilities to complete their assignments. The student computer labs in Kepner Hall provide support for word processors, spreadsheets, databases, writing-style checkers, and presentation graphics. Internet and e-mail access are available in the labs. Student consultants are on duty at the labs to assist with these applications.

LIBRARY UTILIZATION: Students are encouraged to use the Michener Library collections and online subscription information resources to supplement readings and to complete assignments. Library databases are available at <http://libguides.unco.edu/business>.

GLOBAL DIMENSION COVERAGE: As appropriate, students are encouraged to consider the global dimension as they complete their outside readings and assignments.

ETHICAL DIMENSION COVERAGE: As appropriate, students are encouraged to consider the ethical dimension as they complete their outside readings and assignments.

STUDENTS WITH DISABILITIES: Any student requesting disability accommodation for this class must inform the instructor giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.

CLASSROOM TECHNOLOGY GUIDELINES: Each student is required to review and become familiar with the following classroom technology guidelines:
<http://mcb.unco.edu/pdf/Classroom-Technology-Guidelines.pdf>

FOOD AND BEVERAGE GUIDELINE: Food is not allowed in classrooms. Only drinks in a container with a screw top lid are allowed.

KENNETH W. MONFORT COLLEGE OF BUSINESS STATEMENT

The Kenneth W. Monfort College of Business students are expected to conduct themselves in accordance with the highest standards of academic honesty. Cheating, plagiarism, illegitimate possession and disposition of examinations, alteration, forgery, or falsification of official records and documents, and similar acts or the attempt to engage in such acts are grounds for disciplinary action. This action can include the following in addition to any University disciplinary action:

1. A failing grade for a particular assignment.
2. A failing grade for a particular course.
3. Suspension from the College of Business Administration.
4. Expulsion from the College of Business Administration.

Students are expected to complete all prerequisites for a business class prior to the first day of class. Students may not concurrently enroll in a class and its prerequisite(s) unless it is expressly stated in the bulletin that the class is a co-requisite. Any exception to this policy must be approved by the Chair of the School offering the class.

Students must submit original works for assignments required in this class. This includes term papers, cases and other course requirements. A student who submits a work that was previously submitted to another class without prior approval from the instructor is in violation of this policy. A student who violates this policy may receive a failing grade for the assignment, a failing grade for the class, and face termination of his/her business degree program.

Additionally, the Dean of Students Office may be notified in writing of all violations of academic honesty in this class.

MONFORT COLLEGE OF BUSINESS STUDENT CODE OF PROFESSIONAL CONDUCT

Monfort College of Business students represent the professional and academic interests of the entire MCB & UNC communities. Accordingly, MCB expects all students to behave in a professional manner and adhere to high ethical standards in every business class and in every activity connected with the Monfort College of Business. This professional behavior is required not only in the classroom but also in all MCB-related interactions such as e-mails, conferences and use of technology.

MCB students should exhibit respectful behavior in classes. This behavior includes arriving on time to class, staying in class until the lecture ends, having the discipline to stay engaged in class, turning-off or silencing cell phones and pagers while in class, refraining from text-messaging, and avoiding coming to class wearing clothing that is unduly provocative or has written messages that are rude, insensitive or obscene. MCB students should engage in respectful behavior in all activities where they act directly or indirectly as a representative of the MCB. Respectful behavior creates a more desirable, civilized, and productive learning environment, and it models behavior that is both productive and pleasant when students transition from the classroom to the workplace.

MCB students should master and apply the fundamental skill of preparing and sending class or university related e-mails that are properly written, show professionalism and communicate a clear message. E-mails containing profanity, spelling mistakes, punctuation errors, or poor composition evidence sloppiness and show disrespect to the recipient. MCB students should use proper forms of address when communicating orally or in writing with faculty or staff (i.e., Dr. Smith, Professor Jones, Ms. Abbot, etc.). If a student does not know how to address a faculty member, he or she should ask.

This code of professional conduct complements, but does not replace, the Honor Code of the Monfort College of Business or the Honor Code of the University.