

# Southeastern University

## Not-For-Profit Accounting ACTG 3143 — Spring 2016

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Office Location: College of Business & Education Building  
Office Hours (subject to change):

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:00 - 10:00	9:00 - 10:00	9:00 - 10:00	9:00 - 10:00	
	10:00 - 10:30		10:00 - 10:30	
11:00 - 12:00		11:00 - 12:00		11:00 - 12:00
	12:00 - 1:00		12:00 - 1:00	

**Text:** Advanced Accounting, 5<sup>th</sup> Edition, by Jeter & Chaney.

### University Mission Statement:

Equipping students to discover and develop their divine design to serve Christ and the world through Spirit-empowered life, learning, and leadership.

(Please go to the SEU web page link listed below and read our Vision Statement and our position on Human Sexuality: <http://www.seu.edu/about/what-we-believe/>)

**Course Description:** (Prerequisite ACTG 3123) This class reviews theory related to both not-for-profit entities and governmental accounting, and extensively covers the application of financial and managerial accounting, auditing, and principles of governmental accounting.

### I. Purpose

Not-For-Profit Accounting represents one of eight upper level courses that complete the accounting major. This course provides a base of professional knowledge in the specialized accounting areas of governmental and not-for-profit accounting.

## II. Objectives

- A. General Learning Objectives: This course seeks to:
  - 1. Provide a survey of accounting subjects covered in the catalog description.
  - 2. Provide a survey of governmental accounting subjects covered in the catalog description.
  - 3. Provide a survey of not-for-profit accounting subjects covered in the catalog description.
  - 4. Provide a basis for practical application and decision making in fund accounting.
  
- B. Specific Behavioral Objectives. As a result of the activities and study undertaken in this course, a student should be able to:
  - 1. Demonstrate an understanding of the accounting for nonbusiness organizations and the differences compared to profit-oriented businesses.
  - 2. Give an overview of related accounting and reporting standards.
  - 3. Identify the structure of governmental accounting, fund groups, and reporting.
  - 4. Demonstrate the ability to prepare accounting entries and reports for nonprofit entities including universities, hospitals, and other agencies.

## III. Topics

- A. Introduction to Fund Accounting
- B. Introduction to Accounting for State and Local Governmental Units
- C. Accounting for Nongovernment Nonbusiness Organizations: Colleges and Universities, Hospitals and Other Healthcare Organizations

## IV. Instructional Procedures

- A. Lecture/Discussion/Presentations
- B. End of Chapter Assignments
- C. In-class Group Work
- D. Tests

## V. Responsibilities of Students

Information in each chapter and each assignment will provide a framework for the next topic of discussion. The pace of this course is intense, and the workload is significant. Accordingly, students must commit to the following guidelines:

**Preparation**—the class discussion will mean little if text material is not read.

**Promptness**—late arrivals disrupt the class and adversely impact the decorum of the process.

**Participation**—it is each student's responsibility to share in the advancement of the group.

**Presence**—you are responsible to find out what was missed and what may be due in the next class session if you are absent. You are also responsible to turn in items due on or before their due dates, even if you are not in class.

**Time Management** – you are responsible for carefully managing your time. This class requires practice, and practice takes time and may lead you to new questions. My availability is not guaranteed after the last regular class meeting before each exam. Practice and study early (and often) and you'll be more likely to have time available to master the material and/or get help.

**Respect** – you are responsible for your classroom behavior and your attitude towards me and your fellow students. Disrespectful behavior and disruptions to the learning process (not limited to, but including the following: repeatedly or excessively coming in late, arriving unprepared, being on the internet, texting, talking, sleeping, etc.) may result in you being excused from the classroom.

## VI. Academic Policies

**Academic Honesty**—all academic dishonesty, including plagiarism, will be reported.

**Course Material**—material will be covered in class that is **not** presented in the textbook. Exams will cover this material as well as the assigned textbook material.

**Exams**—**failure to take an exam on the assigned date will result in a ZERO for that test** unless I approve the absence in advance or it is an emergency that is excused by the Academic Dean. If you travel on a school-approved organization, such as an athletic team, you are responsible for submitting required material prior to your departure or via email while traveling.

**Cell Phones – May not be used during class.**

**Other**—all other academic policies are described in either the Academic Handbook or the Student Handbook.

## VII. Evaluation

Upper level college level work is expected in this course. Accounting is a practice! Students should plan on the following in order to succeed in this course:

- Read each chapter
- Actively answer the end of chapter questions and participate in class
- Work the exercises and problems until understanding occurs. This may mean working the problems, getting them wrong, reworking them, and possibly repeating the cycle. Practice is the key!
- Seek help if you still do not fully understand a concept or problem. The instructor is here for you. Your fellow classmates are wonderful resources as well.

### A. Evaluation Activities

1. Three Exams – each exam is worth 25% of your grade.
2. Quizzes, Homework, Presentations, Participation, & Other Assignments – this will total 25% of your grade.
3. End of Chapter Assignment Preparation – this will not be used for grading purposes, but will be used to evaluate a student's interest level in the class.
4. Contribution to Classroom Discussion and Activities – this will not be used for grading purposes, but will be used to evaluate a student's interest level in the class.

Exam I	100 points
Exam II	100
Exam III	100
Quizzes, Homework, Presentations, Participation, & Other	<u>100</u>
Total	<u>400</u> points

### B. Grading Scale

94% - 100%	A
90% - 93%	A-
87% - 89%	B+
84% - 86%	B
80% - 83%	B-
77% - 79%	C+
74% - 76%	C
70% - 73%	C-
67% - 69%	D+
64% - 66%	D
60% - 63%	D-
Below 60%	F

**VIII. Course Schedule**

Class Schedule (**subject to change depending upon the pace of the class**):

Homework will be assigned at the end of each respective class period.

<b><u>Class Week*</u></b>	<b><u>Chapter / Topic</u></b>
Week 1	Chapter 17
Week 2	Chapter 17
Week 3	Chapter 17
Week 4	Chapter 17
Week 5	Exam I
Week 6	Chapter 18
Week 7	Chapter 18
Week 8	Chapter 18
Week 9	Chapter 18
Week 10	Exam II
Week 11	Chapter 19
Week 12	Chapter 19
Week 13	Chapter 19
Week 14	Chapter 19
Week 15	Exam III

\*Note - the weeks are class weeks and are different from calendar weeks due to holidays and other time away from the academic calendar.

## IX. Chapter Assignments

The following end of chapter assignments are not used for grading purposes, but will be used to evaluate the student's interest level in the class.

### Chapter 17:

Questions: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16

Business Ethics: 1,2

Exercises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Problems: 1, 2, 3, 4, 5, 6, 7, 8

### Exam I

### Chapter 18:

Questions: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

Business Ethics: 1, 2, 3, 4

Exercises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17

Problems: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14

### Exam II

### Chapter 19:

Questions: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Business Ethics: None

Exercises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14

Problems: 1, 2, 3, 4, 5, 6, 7

### Exam III

## X. Class Attendance

Students are both expected and encouraged to attend classes regularly. **Attendance means arriving on time and being present in class with textbook, pencil/pen, and calculator.** The lack of attendance may affect a student's grade. For traditional fall and spring semesters, a student may miss a class without penalty equal to the number of times a class meets per week as follows:

1. If the class meets once a week a student may miss one class.
2. If the class meets two times a week a student may miss two classes.
3. If the class meets three times a week a student may miss three classes.

If a student's absences exceed the number of times a class meets per week, a professor may:

- Subject the student to a penalty of not more than one letter grade based on attendance alone.
- Recommend to the Vice President for Academic Affairs that a student with excessive absences be withdrawn from the course.

Being tardy to class also counts towards your absences. I track late arrivals as follows:

1. If the class meets once a week, each tardy is one-half of an absence
2. If the class meets two times a week, each tardy is one-half of an absence
3. If the class meets three times a week, each tardy is one-third of an absence

**The last day to officially withdraw from this course is Friday, March 18, 2016.** A Course Withdrawal form (available in the Office of the Registrar or on the University website under Academics/Registrar/Forms) must be submitted no later than 11:59 PM on **March 18, 2016.**

## XI. Students with Disabilities

Southeastern University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.

Students with medical diagnoses which qualify them for accommodations must contact ADA Services at 863-667-5283 or email [ADAservices@seu.edu](mailto:ADAservices@seu.edu). Once medical documentation is provided and a confidential consultation is completed, the student will then be responsible to provide the Director of Academic & Auxiliary Services with a list of his or her current professors and their emails.

Contact with the Office of Academic & Auxiliary Services is mandatory for each new semester. For more information, visit the SEU Students with Disabilities page on our website.

## **XII. Official Communication Statement**

Southeastern University requires all faculty, staff and students to use their Southeastern email address for official university communication. Students are required to check Southeastern email daily as they will be held accountable for all communications sent through this medium.

When communicating using email, your message **MUST** be structured in business communication format. Use proper spelling, capitalization, punctuation, and paragraphing when presenting your message to me. If you do not show this type of care when you communicate with me, your message will not be recognized. In other words, I will not read or respond to your email.

## **XIII. Course Evaluations**

In order to help us to assess the effectiveness of our courses and instructors, all registered students must complete a course evaluation at the end of the semester. You must complete a course evaluation form for this course before your grade can be posted.

## **XIV. Course Policies / Technical Difficulties**

In the event of an unexpected server outage or unusual technical difficulty that prevents students from completing a time-sensitive activity or assessment within MyFIRE, students should immediately report the situation to their instructor and the 24x7 MyFIRE Support Center @ 1-800-985-9781. A link to the 24/7 Support Center is also provided within each course in MyFIRE.

## **XV. Additional Assistance**

### **Tutoring (Academic Center for Enrichment, Modular #5)**

Provides tutoring for developmental students and all students in need of tutoring.

### **Retention (Addison Building, Office # 222)**

Provides counseling for students planning to withdrawal. Helps withdrawing students find financial and other resources to be able to stay in school. Seeks to identify “at risk” students prior to withdrawal.



## **XVI. Final Exam Policy**

Every professor is obligated to administer a final exam or hold an appropriate class during the regularly scheduled exam period. Every student is obligated to take the final exam or attend that appropriate class during the regularly scheduled exam period. Please plan accordingly and carefully for final exams. You must not plan vacations, ministry appointments, weddings, airline flights, or any other similar activity or engagement that will conflict with the final exam schedule. Also, do not schedule any of these activities so close to your final exam that the commute to the activity conflicts with the final exam schedule. Final exams will be administered in the room where the class normally meets. Students with more than 3 exams scheduled on one day can petition the instructor and department chair/college dean to take one of the exams another day.

## FINAL EXAM SCHEDULE

### Spring 2015-2016

Final exams will be administered May 2-5 in the room where the class normally meets. Students with more than 3 exams scheduled on one day can petition the instructor and department chair/dean to take one of the exams another day.

**\*Note: Graduating Seniors take exams early – arranged by your professors.**

#### **Monday/Wednesday/Friday classes that meet one or more of these days:**

CLASS TIME	EXAM DATE	EXAM TIME
7:00-7:50 a.m.	Monday – May 2	8:00-9:50 a.m.
8:00-8:50 a.m.	Wednesday – May 4	8:00-9:50 a.m.
9:00-9:50 a.m.	Monday – May 2	10:00-11:50 a.m.
10:00-10:50 a.m.	Wednesday – May 4	10:00-11:50 a.m.
11:00-11:50 a.m.	Monday – May 2	12:00 noon-1:50 p.m.
12:00-12:50 p.m.	Wednesday – May 4	12:00 noon-1:50 p.m.
1:00-1:50 p.m.	Monday – May 2	2:00-3:50 p.m.
2:00-2:50 p.m.	Wednesday – May 4	2:00-3:50 p.m.
3:00-3:50 p.m.	Monday – May 2	4:00-5:50 p.m.
4:00-4:50 p.m.	Wednesday – May 4	4:00-5:50 p.m.
5:00-5:50 p.m.	Tuesday – May 3	4:00-5:50 p.m.

**Classes that meet 6:00 p.m. or later one day per week will test on the day and time the class normally meets. \* Hybrid courses that share time slots may require different scheduling. Professors should contact the Registrar for assistance to schedule hybrid course finals.**

#### **Tuesday/Thursday classes that meet either one or both days:**

CLASS TIME	EXAM DATE	EXAM TIME
7:35-8:50 a.m.	Tuesday – May 3	8:00-9:50 a.m.
8:00-8:50 a.m.	Thursday – May 5	8:00-9:50 a.m.
10:35-11:50 a.m.	Tuesday – May 3	10:00-11:50 a.m.
12:00-1:15 p.m.	Thursday – May 5	10:00-11:50 a.m.
1:25-2:40 p.m.	Tuesday – May 3	12:00 noon-1:50 p.m.
2:50-4:05 p.m.	Thursday – May 5	12:00 noon-1:50 p.m.
4:15-5:30 p.m.	Tuesday – May 3	2:00-3:50 p.m.
5:30-7:00 p.m.	Thursday – May 5	5:30-7:30 p.m.

**Classes that meet 6:00 p.m. or later one day per week will test on the day and time the class normally meets. \* Hybrid courses that share time slots may require different scheduling. Professors should contact the Registrar for assistance to schedule hybrid course finals.**

*Please plan accordingly for final exams. You must not plan vacations, ministry appointments, weddings, purchase airline tickets, or any other similar activity or engagement that will conflict with the final exam schedule.*

## ***Consent to Comply***

I \_\_\_\_\_ have read, understand, and  
Student's Name (print)

will keep in my possession the Course Syllabus for ACTG 3143, Southeastern University, **Spring 2016**. I understand that in compliance with the syllabus and the Student Handbook, for both instructional and evaluation purposes, I may be responsible for electronically submitting my written work to Turnitin®. With the affixing of my signature below, I agree to comply to the terms therein.

\_\_\_\_\_  
My Signature

\_\_\_\_\_  
Date