

# Southeastern University

## Special Topics in Accounting: Advanced Accounting Case Study

### ACTG 4003 – Spring 2013

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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
10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00	10:00 - 11:00
1:00 - 2:00		1:00 - 2:00		1:00 - 2:00

**Texts:** Cumberland Water Sports, Level II, 1<sup>st</sup> web-edition by PKL software

#### **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.

**Course Description:** (Prerequisite – Faculty Consent) Selected topics in accounting will cover particular topics and areas of interest as determined by the department. Topic selection will be predicated on current events, new pronouncements by the FASB and the SEC, and general interest. Junior level accounting courses, or consent of the instructor required for this course..

#### **I. Purpose**

This course is designed to assess and reinforce a student's understanding of financial accounting by combining the elements from multiple financial accounting courses. It is to serve as a review of financial accounting through Intermediate Accounting II, which requires a strong understanding of financial accounting. It also serves to assess and reinforce computerized accounting concepts learned in PreIntermediate Accounting and Accounting Information Systems.

#### **II. Objectives**

- A. General Learning Objectives: This course seeks to:
1. Provide an opportunity to apply the accounting principles learned to a simulated environment
  2. Demonstrate an entire accounting cycle from data entry to the generation of financial statements.
  3. Reinforce the financial accounting terms, concepts, and functions.
  4. Reinforce the terms used in accounting information systems.
- B. Specific Behavioral Objectives. As a result of the activities and study undertaken in this course, a student should be able to:
1. Analyze computerized accounting methods and practices.
  2. Operate a computerized accounting system though one complete accounting cycle.

### III. Topics

- A. Accounting Software
- B. Journal Entry Process and Audit Trails
- C. Adjusting, Closing, and Financial Statement Generation
- D. Inquiry and Analysis

### IV. Instructional Procedures

- A. Accounting Simulation
- B. Discussion
- C. End of Module Questions / Exams

### 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.

### 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. They should be turned off!**

**Other**—all other academic policies are described in 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 the material
- Actively participate in discussions (if any)
- Work the simulation
- Seek help if you still do not fully understand a concept. The instructor is here for you.

A. Evaluation Activities

1. Two evaluations in the simulation
2. Journal Entries (input into the system)

Evaluation I	100 points
Evaluation II	100
Journal Entries (100 pts for each module)	<u>500</u>
Total	<u>700</u> points

B. Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	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.

<u>Class Week*</u>	<u>Chapter / Topic</u>
02/01	Module 1 Due
02/15	Module 2 Due
03/10	Mid Project Evaluation Due
03/15	Module 3 Due
03/29	Module 4 Due
04/12	Module 5 Due
04/19	Final Project Evaluation Due

\*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

Follow the online case study through the final exam. Enter all entries and make all adjustments as required in each Module.

## 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 15, 2013.** 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 15, 2013.**

## XI. Students with Disabilities

Southeastern University is committed to the provision of reasonable accommodations for students with learning and or physical disabilities, as defined in Section 504 of the Rehabilitation Act 1973. If you think you may qualify for these accommodations, notify your instructor. You will then be directed to contact the Director of Academic Success at 863-667-5041.

## **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. 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.

## **XV. 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 2012-2013

Final exams will be administered April 29 – May 2 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.

### 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 – April 29	8:00-9:50 a.m.
8:00-8:50 a.m.	Wednesday – May 1	8:00-9:50 a.m.
9:00-9:50 a.m.	Monday – April 29	10:00-11:50 a.m.
10:00-10:50 a.m.	Wednesday – May 1	10:00-11:50 a.m.
11:00-11:50 a.m.	Monday – April 29	12:00 noon-1:50 p.m.
12:00-12:50 p.m.	Wednesday – May 1	12:00 noon-1:50 p.m.
1:00-1:50 p.m.	Monday – April 29	2:00-3:50 p.m.
2:00-2:50 p.m.	Wednesday – May 1	2:00-3:50 p.m.
3:00-3:50 p.m.	Monday – April 29	4:00-5:50 p.m.
4:00-4:50 p.m.	Wednesday – May 1	4:00-5:50 p.m.
5:00-5:50 p.m.	Tuesday – April 30	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.

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

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

*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.*

## XVI. Getting Started on **Cumberland Water Sports, Level II**

1. Navigate your Internet browser to: [www.pklsoftware.com](http://www.pklsoftware.com)
2. On the left side of the home page is a list of software programs. Click on the Practice Set software program your Professor assigned your class to use and the Log In page will appear.
3. Purchase the rights to use the software by clicking on the **Purchase** button and completing the purchase process securely online through PayPal. You do not need to sign-up or register with PayPal to purchase a software program. Use a Credit Card to purchase the software in order to receive a Registration Code without a delay. Make sure your email address is entered correctly when purchasing. **Other payment forms such as a debit or check card can take up to 5 days to clear therefore delaying the Registration Code email.**
4. After purchasing, you will receive two emails. You will receive an email from PayPal containing a receipt. This email is labeled "Receipt for your Payment to PKL Software" in the subject line. You will also receive an email from PKL Software containing a **12 digit Registration Code**. The e-mail is labeled "Your PKL Software order" in the subject line. You will use this **12 digit Registration Code** to register.
5. Return to the Log In web page and click on the Register button. Read the License Agreement and click the Accept button. On the next page, enter the **12 digit Registration Code** and fill in the remaining items required. Make sure your email address is entered correctly. **Your Course Code is FAIRCHILD (it is case sensitive and has no spaces), enter it as well.** Click the Submit Registration Data button. You are now a registered user.
6. Return to the Log In web page. Click the **Download Student Manuals** button. Click on the Introduction PDF icon. When the file has opened, click the print button and print the PDF document.
7. Return to the Log In web page. Enter your User Name/ID and the password you have chosen and click the Log In button. You are now ready to use the Practice Set program.
8. To begin the program, follow the directions in the Introduction Student Manual. Print additional Student Manuals when needed.

Disable any Pop-up Blockers installed on you computer. Disabling Pop-up Blockers allows you to print documents in any PKL Software program without complications caused by the Pop-up Blockers. To disable Internet Explorer's Pop-up Blocker, perform the following directions. This will not disable your Pop-up Blocker for any other web sites that you wish to view. For more information about disabling Pop-up Blockers, go to:

[http://www.pklsoftware.com/disabling\\_popup\\_blockers.htm](http://www.pklsoftware.com/disabling_popup_blockers.htm)

1. Launch Microsoft Internet Explorer.
2. In the Tools drop down menu, click on Internet Option.
3. Click the Privacy tab and click on the Settings button under the Pop-up Blocker section at the bottom of the window.
4. Enter <http://www.pklsoftware.com> in the space below Address of Web site to allow and then click the Add button.
5. Click on the Close button to close the Pop-up Blocker Settings window and click on the OK button to close the Internet Options window.

***Consent to Comply***

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

will keep in my possession the Course Syllabus for ACTG 4003, Southeastern University,  
**Spring 2013**. I understand that in compliance with the syllabus and the Student Handbook, for  
both nstructional 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