



# COURSE SYLLABUS

---

## Table of Contents

<b>Section 1: Course Information</b> .....	2
<u>Course Description</u> .....	2
<u>Course Overview</u> .....	3
<u>Course Workload</u> .....	3
<u>Course Materials</u> .....	3
<u>Course Topics</u> .....	4
<u>Intended Learning Outcomes</u> .....	4
<u>Late Work</u> .....	4
<u>Extra Credit</u> .....	4
<b>Section 2: Southeastern Policies</b> .....	5
<b>Section 3: Course Schedule</b> .....	6
<u>Aim, Learn, and Apply Descriptions</u> .....	6
<u>Course Schedule</u> .....	7-10
<b>Section 4: Assessments</b> .....	11
<b>Appendix A: Assignments</b> .....	12-13
<b>Appendix B: Application to Business Major</b> .....	14-15

## SECTION 1: COURSE INFORMATION

**Format:** 15 weeks

**Course ID:** ACTG 4103

**Course Title:** Not-For-Profit Accounting

**College:** Jannetides College of Business & Entrepreneurial Leadership

**Prerequisites:** ACTG 3123 (Intermediate Accounting II)

**Credit Hours:** 3

**Instructor:** See the online course in MyFIRE for instructor contact information and availability.

### Course Description

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.

## Course Overview

Like all accounting courses, this one is supremely awesome. This course, required for the major, further helps prepare you for the FAR (Financial Accounting and Reporting) section of the CPA Exam, a graduate accounting program, and/or your career.

## Course Workload

Time spent on course assignments will vary by student depending on familiarity with course content, reading rate of speed, writing rate of speed, and other individual factors. Based on averages for most students, it is estimated that the course workload estimate for this course is 9 hours per week.

## Course Materials

Copley, P. A. (2020). Essentials of Accounting for Governmental and Not-for-Profit Organizations (14th ed.). New York, NY: McGraw-Hill Education.

Required and optional textbooks are accessed and ordered through [SEU's bookstore](#).

**Disclaimer:** The resources utilized in this course provide information, thoughts and insights that should encourage critical thinking on the part of the student. Please note as well that as an Assembly of God institution, Southeastern University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these resources.

## Course Topics

**The purpose of this course is to introduce, reinforce, and measure learning on the following topics:**

1. Introduction to Fund Accounting
2. Introduction to Accounting for State and Local Governmental Units
3. Accounting for Nongovernmental Nonbusiness Organizations: Colleges and Universities, Hospitals, and Other Healthcare Organizations

## Intended Learning Outcomes

**As a result of reading, study, and assessments in this course, the 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.

## Late Work

None Accepted

## Extra Credit

None Accepted

## **SECTION 2: SOUTHEASTERN POLICIES**

### Academic Policies

View this link to see Southeastern's Policies regarding SEU's Mission and Vision Statements, Title IX Statement, Student Services, Class Participation, Official Email, MyFIRE Use, Technical Difficulties, Technical Support, Disability Statement, Academic Honesty, Course Evaluation, Official Withdrawal, Grading Scale, and Netiquette.


## SECTION 3: COURSE SCHEDULE

The **Course Schedule** provides a listing of your work in this course. The assessments are listed by Module and include the due dates and point values.


**Note:** Assignments are due by 11:59 p.m. EST on the due date, unless otherwise noted. Assignments are to be done individually, unless otherwise noted.

### AIM, LEARN, AND APPLY DESCRIPTIONS


#### Aim

 When you see the Aim icon, you will be introduced to topics and ideas that will be covered throughout this module. The AIM will also provide you with a glimpse into your learning objectives and an introduction to this module.

#### Learn

 When you see the Learn icon, all of your reading assignments will be listed and may include additional resources that your instructor is providing to help you complete the activities and assessments for the module.

#### Apply

 When you see the Apply Icon, it will be time to demonstrate your learning for the module. The items here are those in which you'll be graded and may include discussions, activities, assignments, quizzes, exams, and projects.

**MODULE 1**

**Chapter 1 – Chapter 2**



- Describe the generally accepted accounting principles.
- Demonstrate an understanding of the objectives of accounting and financial reporting.
- Identify the financial reporting completed by state and local governments.
- Describe the governmental reporting entity.
- Demonstrate an understanding of the Comprehensive Annual Financial Report (CAFR).
- Identify key elements in the statements of the CAFR.



- Read: Course Syllabus
- Read: Chapter 1
- Read: Chapter 2



- Ungraded:

Chapter 1 (Introduction to Accounting & Financial Reporting for Government and NFP):

Questions and Exercises you should prepare: 2, 3, 4, 5, 7, 8

Questions and Exercises we will cover in class: 6, 9

Chapter 2 (Overview of Financial Reporting for State and Local Governments):

Questions and Exercises you should prepare: 2, 3, 4, 5, 6

Questions and Exercises we will cover in class: 7, 8, 9, 10, 11, 12

- Graded: Exam I
  - o Due: Class session after we finish Chapter 2
  - o Points: 100

**MODULE 2:  
Chapters 3, 4, and 5**



- Explain modified accrual accounting and how it differs from accrual accounting.
- Demonstrate the ability to perform accounting in the general and special revenue funds.
- Demonstrate the ability to perform accounting in the capital projects, debt service, and permanent funds.



- Read: Chapter 3
- Read: Chapter 4
- Read: Chapter 5



**Ungraded:**

Chapter 3 (Modified Accrual Accounting):

Questions and Exercises you should prepare: 3, 6, 7, 8

Questions and Exercises we will cover in class: 2, 4, 5, 9, 12

Chapter 4 (Accounting for the General and Special Revenue Funds):

Questions and Exercises you should prepare: 4, 5

Questions and Exercises we will cover in class: 2, 3, 7, 9, 10, 11

Chapter 5 (Accounting for Capital Projects, Debt Service, and Permanent Funds):

Questions and Exercises you should prepare: 2, 3, 4

Questions and Exercises we will cover in class: 5, 6, 8, 9, 11

**Graded: Exam II**

- o Due: Class session after we finish Chapter 5
- o Points: 100



**MODULE 3:**  
**Chapters 6, 7, and 8**



- Demonstrate the ability to perform accounting in the proprietary funds.
- Demonstrate the ability to perform accounting in the fiduciary funds.
- Demonstrate the ability to report the government-wide statements.



- Read: Chapter 6
- Read: Chapter 7
- Read: Chapter 8



Ungraded:

Chapter 6 (Accounting for Proprietary Funds):

- Questions and Exercises you should prepare: 2, 3
- Questions and Exercises we will cover in class: 6, 7, 10, 11, 12, 13
- Questions and Exercises we will cover as time permits: 4

Chapter 7 (Accounting for Fiduciary Funds):

- Questions and Exercises you should prepare: 2, 4, 8, 10, 11, 12
- Questions and Exercises we will cover in class: 3, 6, 13

Chapter 8 (Government-Wide Statements):

- Questions and Exercises you should prepare: 2, 3, 4, 5, 6
- Questions and Exercises we will cover in class: 12
- Other items we will cover in class: Reconciliation Handouts

Graded: Exam III

- o Due: Class session after we finish Chapter 8
- o Points: 100

**MODULE 4:**  
**Chapters 10, 11, and 12**



- Demonstrate the ability to account for private not-for-profit organization.
- Demonstrate the ability to account for colleges and universities.
- Demonstrate the ability to account for hospitals and other health care providers.



- Read: Chapter 10
- Read: Chapter 11
- Read: Chapter 12



Ungraded:

Chapter 10 (Accounting for Private NFP Organizations):

Questions and Exercises you should prepare: 2, 3, 4

Questions and Exercises we will cover in class: 7, 10, 12, 14, 15

Chapter 11 (Accounting for Colleges and Universities):

Questions and Exercises you should prepare: 2, 3, 4

Questions and Exercises we will cover in class: 6, 7, 8

Chapter 12 (Accounting for Hospitals and Other Health Care Providers):

Questions and Exercises you should prepare: 1, 2, 3, 4, 5

Questions and Exercises we will cover in class: 6, 7, 8

Graded: Exam IV

- o Due: Class session after we finish Chapter 12
- o Points: 100

# SECTION 4: ASSESSMENTS

## Exams

### Description

Exams will be given at the end of each module. The exam composition (multiple choice questions and/or problems) will be shared prior to each exam.

### Total Possible Points

400 points

### Grade Weight

100% of your final grade is based on Exams

---

Exam I	100 points
Exam II	100
Exam III	100
Exam IV	<u>100</u>
Total	<u>400</u> points

# Appendix A

## Assignments

The following end of chapter assignments are not graded, but are used to evaluate the student's interest level in the class:

Chapter 1 (Introduction to Accounting & Financial Reporting for Government and NFP):

Questions and Exercises you should prepare: 2, 3, 4, 5, 7, 8

Questions and Exercises we will cover in class: 6, 9

Chapter 2 (Overview of Financial Reporting for State and Local Governments):

Questions and Exercises you should prepare: 2, 3, 4, 5, 6

Questions and Exercises we will cover in class: 7, 8, 9, 10, 11, 12

### **Exam I**

Chapter 3 (Modified Accrual Accounting):

Questions and Exercises you should prepare: 3, 6, 7, 8

Questions and Exercises we will cover in class: 2, 4, 5, 9, 12

Chapter 4 (Accounting for the General and Special Revenue Funds):

Questions and Exercises you should prepare: 4, 5

Questions and Exercises we will cover in class: 2, 3, 7, 9, 10, 11

Chapter 5 (Accounting for Capital Projects, Debt Service, and Permanent Funds):

Questions and Exercises you should prepare: 2, 3, 4

Questions and Exercises we will cover in class: 5, 6, 8, 9, 11

### **Exam II**

Chapter 6 (Accounting for Proprietary Funds):

- Questions and Exercises you should prepare: 2, 3
- Questions and Exercises we will cover in class: 6, 7, 10, 11, 12, 13
- Questions and Exercises we will cover as time permits: 4

Chapter 7 (Accounting for Fiduciary Funds):

- Questions and Exercises you should prepare: 2, 4, 8, 10, 11, 12
- Questions and Exercises we will cover in class: 3, 6, 13

Chapter 8 (Government-Wide Statements):

- Questions and Exercises you should prepare: 2, 3, 4, 5, 6
- Questions and Exercises we will cover in class: 12
- Other items we will cover in class: Reconciliation Handouts

**Exam III**

Chapter 10 (Accounting for Private NFP Organizations):

- Questions and Exercises you should prepare: 2, 3, 4
- Questions and Exercises we will cover in class: 7, 10, 12, 14, 15

Chapter 11 (Accounting for Colleges and Universities):

- Questions and Exercises you should prepare: 2, 3, 4
- Questions and Exercises we will cover in class: 6, 7, 8

Chapter 12 (Accounting for Hospitals and Other Health Care Providers):

- Questions and Exercises you should prepare: 1, 2, 3, 4, 5
- Questions and Exercises we will cover in class: 6, 7, 8

**Exam IV**

# Appendix B

## Application to Business Major

Entering students may declare business as their major, but students are not admitted until all School of Business admissions criteria have been met, and the Business Screening Committee has officially admitted the students.

### Step 1: Application to discipline-specific major

Students wishing to apply for admission to the School of Business must pick up an application for admission from the Jannetides Dean's Office. Students must familiarize themselves with the rules and requirements for admission, fill out the application for admission, and return the application to the Jannetides Dean's Office.

### Step 2: Required Business Pre-core coursework with a minimum of a C- average in each course

- BUSI 2103 Macroeconomics
- BUSI 2123 Business Communications
- BUSI 2133 Financial Accounting
- BUSI 2203 Microeconomics
- BUSI 2233 Managerial Accounting
- CTIS 2133 Data Management

### Step 3: for Admission

The semester a student successfully finishes the above mentioned courses (see Step 2), he or she will complete the following:

1. Must pass the School of Business Entrance Exam (SBEE) that covers topics from BUSI 2103, 2133, 2203 and 2233
2. Must receive the MOS certification in CTIS 2133
3. Must create a portfolio of specified writings from BUSI 2123
4. Notification will be sent to the student's advisor that he or she has either passed or failed the Entrance Exam, the MOS certification, and the portfolio
  - If the student **passes**
    1. He or she may apply for admission to a discipline-specific major
    2. The Business Screening Committee will meet and review the student's application for admission
    3. If the committee finds that the student meets the admission requirements, notification will be sent to the student, advising that he or she may continue in the business program and reminding the student of further requirements for exit from the program
    4. A copy of the notification will be placed in the student's file
  - If the student **does not pass**
    1. Notification will be sent to the student's advisor that he or she may not continue in the business program at Southeastern University

\*\*Transfer students or those who change majors while at Southeastern University will be reviewed by the committee on a case-by-case basis **after** they take the SBEE.

### Step 4: School of Business Candidate

At the moment of admission, the student is considered a “candidate.” From this point, the student must complete the requirements for the business core as well as his or her chosen discipline-specific major program and earn no less than a C- in each upper-level business/major course. The semester that the student takes BUSI 4603 Business Policies, the Comprehensive Business Exam (CBE) will be given. The student must score at the *Proficient level* in his or her discipline-specific major. If the student does not meet the proficient requirement, he or she will be notified that they will earn a Bachelor’s of Science in Business Studies degree. If the student meets the requirements, he or she will be notified that they can earn a Bachelor’s of Science in their discipline-specific major (Accounting, Finance, International Business, Management, Marketing).

If a student wishes to retake the end-of-program Comprehensive Business Exam (CBE), he or she will be responsible for the cost of retaking the exam.

### Appeal Process

1. If the student has been denied entry into the School of Business discipline-specific major, the student may make a written appeal to the Business Screening Committee for reconsideration.
2. The student will be notified as to the decision of the Business Screening Committee.

### Admission Requirements into the School of Business Summary

1. Enrollment as a degree-seeking student at the university
2. Successful completion with at least a C- in BUSI 2103 Macroeconomics, BUSI 2133 Financial Accounting, BUSI 2203 Microeconomics, BUSI 2233 Managerial Accounting, BUSI 2123 Business Communication, and CTIS Data Management
3. Official documentation of scores on all sections of the SBEE, including any retakes
4. MOS certification
5. Complete writing portfolio
6. Any discipline-related issues can affect the student’s acceptance into the School of Business
7. Admission approval by the Business Screening Committee.