

College of Business

Tennessee State University

Fall 2012 Course Syllabus

LOCATOR INFORMATION:

Course Name: Governmental-NFP Accounting, ACCT4030-01

Credit Hours: 3 semester hours

Contact Hours: 11:20 AM - 12:45 PM, Tuesday and Thursday, AWC-201

INSTRUCTOR:

Name: Robert Hayes

Office: AWC K421

Phone: (615) 963-7164

E-mail: rhayes@tnstate.edu

Office Hours: Tuesday: 1:25pm-5:25pm; Thursday: 1:25pm-7:25pm.
Limited other times available by appointment. Other University obligations occasionally cause me to be out of my office during office hours.

REQUIREDTEXTBOOK & MATERIALS: The required textbook is: *Essentials of Accounting for Governmental and Not-for-Profit Organizations*, by Paul A. Copley, 11th ed., McGraw-Hill/Irwin. We will use the publisher's website (<http://www.mhhe.com/copley11e>) to obtain updates when/if the text material has been superseded; for example, new FASB, GASB, and AICPA Pronouncements or related material. Also, Multiple Choice Quizzes, Excel Based Problem Templates, and Chapter PowerPoint Presentations are available at http://highered.mcgraw-hill.com/sites/0078025451/student_view0/ (just click "Choose a Chapter").

Calculators: Students will need a four-function calculator and similar backup calculator. Calculators cannot be shared during graded quizzes and exams.

Additional Useful websites:

<http://www.nasba.org/exams/cpaexam/tennessee/> (type in another state for that state)

<http://www.comptroller.tn.gov/>

<http://www.comptroller.tn.gov/AuditsAndReportsSearch/>

<https://www.comptroller.tn.gov/la/ReportsAudits.asp>

<http://www.youtube.com/watch?v=KbdWVO8D8uQ&mode=related&search=>

COURSE DESCRIPTION: This course involves the study of fund accounting concepts and practice, including reports, records, and special problems encountered by governmental and other not-for-profit entities and the generally accepted accounting principles related to them. Not-for-profit entities include, but are not limited to, municipalities and state governments, universities, hospitals, and voluntary health and welfare organizations. Prerequisite: ACCT 3110 (and, upon entering the class, students are assumed to possess adequate skills in utilization of electronic spreadsheets).

COURSE OBJECTIVES: The primary goal of the course is for students to come to think and act as an accountant would think and act: to think clearly about the questions which accountants face and to effectively communicate decisions based on the analysis of gathered information. Activities of this course are designed to enhance students' knowledge, skills, abilities, and attitudes (values, beliefs, and feelings: think about "ethical..."). Specifically, after successfully completing this course, each student will be able to:

- General Learning Objectives: (1) exhibit oral and written communication skills and listening skills, (2) apply analytical reasoning skills (the ability to critically think through problems of many kinds and offer creative, plausible, and supportable solutions), and (3) use reflective thinking to evaluate options and alternatives regarding ethical issues in society as a guide to belief and action.
- Accounting Learning Objectives: (1) articulate and make correct accounting entries for state and local governmental transactions related to (a) budgetary accounting, (b) general and special revenue funds, (c) governmental fund revenues and expenditures, (d) capital project funds, (e) debt service funds, (f) fixed assets and long-term debt, (g) trust and agency funds, and (h) internal service funds, (2) demonstrate an understanding of governmental "FUND" financial reports and "GOVERNMENT-WIDE" financial reports, and (3) utilize relevant information technology within accounting software by setting-up, completing, and emailing Excel® worksheets.

ACADEMIC INTEGRITY: Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither give nor receive assistance during quizzes and examinations. Deliberate violations of academic integrity (plagiarism, cheating, misrepresentation of information) and fabrication are not tolerated. Actions outlined in the Tennessee State University Student Handbook under Code of Student Conduct will be followed for incidents of academic misconduct.

REASONABLE ACCOMODATIONS: Any student requiring accommodations should contact Patricia Scudder, Director of Students with Disabilities-Disabled Student Services Office, at 963-7400, preferably before the fourth class meeting. The College of Business, in conjunction with the Office of Disabled Student Services, makes reasonable accommodations for qualified students with medically documented disabilities. As your course instructor, I need to be aware of your status---before assignments are due--if it will affect your class activities and assignments.

CODE OF STUDENT CONDUCT: There will be no eating, drinking, sleeping or disruptive behavior in the classroom. Each student is encouraged to participate in classroom activities, asking questions, and working along with the class as recommendations/problem solutions to illustrations, examples, and cases are examined. Additionally, cell phones must be turned off upon entering the classroom and should remain so until class has ended. Action will be taken against those students who do not adhere to appropriate classroom behavior.

ATTENDANCE& LATE WORK: Students who arrive late disrupt the discussion and diminish the learning process. If a student is not present, she or he cannot learn from unique thoughts and insights of group discussion. Note: the instructor does not distinguish between “excused” and “unexcused” (a) absences, (b) late arrivals, or (c) early departures. A CLASS ROLL WILL BE TAKEN DURING EACH MEETING IN ACCORDANCE WITH UNIVERSITY REQUIREMENTS. With the understanding that “excessive absences” is defined as three missed classes, or the equivalent, excessive absence from class may be reported for “intervention” purposes. Official class cancellation, building evacuation, etc.: the “Homework and Test Schedule” (page 5 of this syllabus) will shift forward by one meeting except for the scheduled final exam. Appropriate additional announcements will be provided in a timely manner via MyTSU email.

TEACHINGSTRATEGIES: Students will be asked to (a) acquire adequate knowledge, skills, abilities, and attitudes based on course assignments and (b) demonstrate acquired knowledge, skills, abilities, and attitudes in class. Students will provide general discussion/interaction plus spoken and/or written communications in responding to the instructor’s specific questions and assignments. The instructor will evaluate students’ handwritten homework, their pre-announced examination results, and their responses to random questioning in order to assess the level of knowledge, skills, abilities, and the attitudes that students have demonstrated.

Student learning is best facilitated by regular participation. A student contributes positively by sharing his or her insight and way-of-thinking with the class; and the group's collective knowledge, skills, abilities, and attitudes are enhanced. Student engagement is productive and greatly encouraged; however, talking while the instructor, another student, or a guest has the floor shows a lack of respect for others; it diminishes the learning process, and it is unprofessional.

Accounting theory and methodology is a system of logic. Overall, everything done during the semester will in some way focus on helping students better understand the logic of accounting.

Course Content/Outline (by topic):	<u>Approx. in-class time (hr)</u>
Introduction to Course.....	1.5
Chapter 1: Introduction to Accounting and Financial Reporting for Governmental and Not-for-Profit Organizations.....	3.0
Chapter 2: Overview of Financial Reporting for State and Local Governments. ...	4.5
Chapter 3: Budgetary Accounting for the General and Special Revenue Funds...	6.0
Chapter 4: Accounting for the General and Special Revenue Funds.....	4.0
Chapter 5: Accounting for the Other Governmental Fund Types: Capital Projects, Debt Service, and Permanent.....	4.0
Chapter 6: Proprietary Funds.....	4.0
Chapter 7: Fiduciary (Trust) Funds, Interfund Transactions.....	7.0
Chapter 8: Government-Wide Statements, Fixed Assets, Long-Term Debt.....	5.0
Evaluation Process (examinations, etc).....	6.0
Total	45.0

ASSIGNMENTS& EVALUATION CRITERIA:

Exams and Homework: *400 possible points for exams*--four (includes final) written tests (100 points each) will be given at pre-announced times. These four exams will cover (a) homework and (b) any material presented in class. *400 possible points for validated homework*--validated homework will consist only of handwritten work. For these exams, students will need a four function calculator and backup; students will not need extra paper. Bring your textbook to every class.

Grading Scale: Final grades will be assigned as follows as a percent of the 800 available points (400 from exams plus 400 from homework):

Your Average: Your Grade

90-100%: A (quality and quantity of work is excellent)

80<90%: B (quality and quantity of work is very good)

70<80%: C (quality and quantity of work is satisfactory)

60<70%: D (quality or quantity of work is barely acceptable)

0<60%: F (quality or quantity of work is unacceptable)

Detected academic dishonesty (cheating, plagiarism, etc.) on any level on any assignment, quiz, or exam will result in an "F" grade for the semester.

Makeup Test: Test 4 will be a "comprehensive" 100-point final exam, and it will also serve as a makeup exam; this exam is the only (meaning there is no alternative, a "good" reason doesn't change this!) opportunity to makeup a missed test. Any(all) student(s) can use this makeup provision as an option to replace a lower grade on one of the three earlier tests. Test 4 (final/makeup) exam questions will not come from previous exams except by coincidence.

Extra-Credit assignments will not be available. Your semester grade is based solely on the points accumulated from the 800 points available to you.

Privacy rules prevent your instructor from discussing your grades, attendance, or other personal information with anyone except "you."

ACADEMIC CALENDAR, FALL SEMESTER, 2012

Aug 25 Classes begin
Aug 25-31 Late registration/Schedule Adjustment
Sept 3 Holiday-Labor Day
Sept -11 Opening Convocation
Oct 15-16 Fall Break
Oct 22-28 Mid-term Examination Week-all classes meet as scheduled *
Nov 9 Last day to withdraw from courses
Nov 9 Last day to withdraw from University-Counseling Center
Nov 12 – Jan 16 Registration for Spring 2013
Nov 22-23 Holiday - Thanksgiving
Dec 6 Last day of classes
Dec 7-9 Early Exams (Candidates for Fall Graduation)
Dec 10 Faculty post grades -- Candidates for Fall Graduation
Dec 7-14 Final examinations for Fall 2012 semester**
Dec 15 Commencement- see commencement site
Dec 17 Faculty posted all grades via "MyTSU"

* All scheduled classes meet during mid-term examination week.

** Source: http://www.tnstate.edu/academic_affairs/documents/AcademicCalendar_2012_2013.pdf

Homework is due at the beginning of class on the assigned “schedule” date. Some homework can be completed using Excel. Students will want to email copies of their Excel homework to themselves as well as bring a copy of Excel homework to class. Submit Excel assignments to rhayes@tnstate.edu .

Homework and Test Schedule This schedule is subject to change if sufficient circumstances exist or appear. (2-day weekly schedule)		
Week	Tuesday	Thursday
Week 1 8/28 8/30	introduction to class and expectations of students	Chapter 1: 6,7
Week 2 9/4 9/6	Chapter 1: 10; Continuous Problem	Chapter 2: 9
Week 3 9/11 9/13	Chapter 2: 10; Continuous Problem	Chapter 3: 2,4
Week 4 9/18 9/20	Chapter 3: 9,10	Chapter 3: 15
Week 5 9/25 9/27	Chapter 3: Continuous Problem Homecoming Week	Chapter 3: Continuous Problem Homecoming Week
Week 6 10/2 10/4	TEST 1 - Chapters 1,2,3	Chapter 4: 2,3
Week 7 10/9 10/11	Chapter 4: 11; Continuous Problem	Chapter 5: 4,6
Week 8 10/16 10/18	Fall Break	Chapter 5: 13; Continuous Problem
Week 9 10/23 10/25	TEST 2 - Chapters 4,5	Chapter 6: 6
Week 10 10/30 11/1	Chapter 6: 13; Continuous Problem	Chapter 7: 3,6
Week 11 11/6 11/8	Chapter 7: 15	Chapter 7: 16; Continuous Problem
Week 12 11/13 11/15	TEST 3 - Chapters 4,5	Chapter 8: 2,6
Week 13 11/20 11/22	Chapter 8: 9,10	Holiday Thanksgiving
Week 14 11/27 11/29	Chapter 8: 13; Continuous Problem	Chapter 8: Continuous Problem
Week 15 12/4 12/6	Review Continuous Problem	Review for final exam Last day of classes
Dec 7, 2012	Friday - Early Exams (Candidates for Fall Graduation)	Friday - Early Exams (Candidates for Fall Graduation)
Week 16 12/11 12/13	No class - Test 4 (Final Exam) in two days on 12/13.	- Final Exam as scheduled by University Time: 10:20AM-12:20PM