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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

COURSE SYLLABUS, Spring 2018

Course: BSMT300A – Accounting for Managers

Instructor Information:	
Instructor Name	Deanne Shimala, CPA
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Hours Available:	By appointment. Please contact me to schedule a time.
Instructor Background: Deanne is an Adjunct Instructor at Calumet College of St. Joseph. She earned her Master’s degree in Taxation (MST) from DePaul University in Chicago, Illinois and her Bachelor’s degree in Accounting from St. Joseph’s College in Rensselaer, Indiana. She is a Registered CPA in Illinois and a member of the American Institute of Certified Public Accountants. Deanne has taught courses at CCSJ since 2008. Deanne is Controller of a not-for-profit community organization and also provides accounting consulting services to clients. She has held the following professional positions: public accountant in the auditing and tax field, Tax Director of a national insurance company, and VP of Business and Finance for Calumet College.	

Course Information:	
Course Time:	Monday / Wednesday 10:15-11:45 a.m..
Classroom:	204
Prerequisites:	MATH160 or MATH103
Required Books and Materials:	Warren, Carl S., <i>Survey of Accounting</i> , 7 th Edition, 2015, South-Western, Cengage Learning Calculator (Cell phones may not be used as a calculator for any reason.)
Learning Outcomes/ Competencies: Students successfully completing this course will be able to: <ul style="list-style-type: none"> • Define accounting, the history of accounting, and its importance to management. • Understand financial statements, their meaning and limitations. • Interpret financial statements by using ratio analysis. • Understand the bookkeeping process and transaction analysis. • Be able to perform cash analysis and bank reconciliations. • Understand the concept of current assets and inventory costing using LIFO, FIFO, and average cost assumptions. • Explain the accounting for and presentation of Property, Plant, and Equipment, and other non-current assets. 	

- Apply depreciation methods to plant assets.
- Understand the accounting for and presentation of Owner's equity.
- Prepare an income statement and the statement of cash flows.
- Understand the major differences between financial and managerial accounting.
- Demonstrate competency in accounting by completing a financial statement analysis.

Course Description:

This course is designed to explain how accounting data can be interpreted and used by managers in making decisions. **The course may not be taken by accounting majors to meet major requirements.**

Learning Strategies:

Group discussions, lecture, in-class collaborative learning opportunities.

Experiential Learning Opportunities:

Students will perform a financial analysis of the most recently issued set of financial statements of a publicly traded company.

Assessments:

Major Assignments:	Chapter Tests Final Exam Quizzes Homework Assignments Financial Statement Analysis project	40% of grade 20% of grade 5% of grade 15% of grade 10% of grade
Class Participation	Class participation / attendance	10% of grade
Grading Scale		
	100 – 92: A	91 – 90: A-
89 – 88: B+	87 – 82: B	81 – 80: B-
79 – 78: C+	77 – 72: C	71 – 70: C-
69 – 68: D+	67 – 62: D	61 – 60: D-
59 and below	F	

Responsibilities

Attending Class	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence <u>in advance</u>, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p>Credit is earned for active participation in each class attended. Failure to attend class for the entire scheduled class time and/or failure to participate in the class discussion will result in a loss of credit for the participation grade. You are responsible for all material covered in class, including announcements. If notice is given <u>in advance</u> for an absence related to college-sponsored events, your participation grade will be marked as "exempt" for the class session.</p> <p>In addition, lectures, discussions, videos and handouts may include material not covered in the text. You are responsible for obtaining class notes, handouts and other information from classmates for any class time missed. <i>It is NOT the responsibility of the instructor to provide such material again, following its initial class introduction.</i></p>
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<p>Turning In Your Work</p>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>Students will typically be given one class notice for homework assignments. The assignments will also be posted in Blackboard. Written assignments are due at the BEGINNING of each class. Many of the homework assignments will be problems from the textbook.</p> <p>Chapter problems will be discussed in class. It is imperative that each student work through ALL the problems PRIOR to coming to class so that questions may be asked and/or clarification may be provided. While some of the problems may not be turned in for individual grading, Professor Shimala will walk around the classroom to ascertain that they have been attempted. Failure to show evidence that each of the chapter problems have been attempted will result in a zero for the assignment.</p> <p>Because of the continuous flow of work between the students and the instructor and because students will do better work if they stay on schedule, LATE WORK IS NOT ACCEPTED FOR ANY REASON. If you are absent from class, the written assignments and/or solutions to the chapter problems must be submitted via email or placed in Professor Shimala's mailbox PRIOR to the class meeting time.</p>
<p>CCSJ Student Honor Code</p>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
<p>Using Electronic Devices</p>	<p>Beepers, cell phones (including text messaging and other features) and other electronic devices are not appropriate for the classroom setting. Any form of electronic communication must take place outside of the classroom before or after class. <i>If you are found texting or using an electronic form of communication in class, you will lose 10% of your attendance grade per occurrence. A second occurrence on the same day may result in you being excused from the class with a full loss of the day's attendance points. Any occurrence of any electronic form of communication during an exam will result in you being asked to submit your exam for grading immediately.</i></p> <p>PLEASE BRING A CALCULATOR TO EACH CLASS SESSION. CELL PHONES MAY NOT BE USED AS A CALCULATOR.</p>
<p>Participating in Class</p>	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading and assignments. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent. Students may not leave the classroom and reenter as this is a disruption to the classroom environment. Your attendance/participation grade will be adjusted accordingly should you leave the classroom prior to the end of the class session.</p>
<p>Exams and Quizzes</p>	<p>Attendance for scheduled exams is mandatory. <i>Makeup exams will be considered ONLY with ADVANCE instructor approval, appropriate and supportive documentation and ONLY in cases of extreme personal hardship (as deemed by Professor Shimala).</i> If you miss class because of a college event, you MUST make arrangements with Professor Shimala to take the exam PRIOR to the missed class.</p>

	<p>Exams are administered promptly at the beginning of class. If you are tardy, you will NOT be provided additional time to complete the exams.</p> <p>Quizzes may be either announced in advance or unannounced “pop” quizzes. Therefore, it is important that you stay current on all assigned readings and assignments in preparation for quizzes. <i>If you are absent from class or are tardy, you will NOT be allowed to make up the quiz and a zero will be entered into the gradebook.</i> However, if you are absent from class due to a college event AND you have given notice of the absence IN ADVANCE to Professor Shimala, you will be exempt from the quiz.</p>
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Tracking Your Progress	<p>Your midterm grade will be available on MyCCSJ between Weeks 6 and 8. Be sure to see how you’re doing and follow up with your instructor. Further, grades will be updated in the Blackboard gradebook on a weekly basis.</p>
Sharing Your Class Experience	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

Resources	
Student Success Center:	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
Disability Services:	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
Student Assistance Program:	<p>Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week. For more information, contact the Vice President for Enrollment and Retention, Dr. Dionne Jones-Malone, Office # 611, 219-473-4305.</p>
CCSJ Alerts:	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.</p>

Course Outline:	
Class Dates	Topic / Exams
January 17	Introduction to Course Chapter 1: The Role of Accounting in Business
January 22	Chapter 1: The Role of Accounting in Business
January 24	Chapter 2: Basic Accounting Concepts
January 29	Chapter 2: Basic Accounting Concepts
January 31	EXAM 1 (Chapters 1 & 2)
February 5	Chapter 3: Accrual Accounting Concepts
February 7	Chapter 3: Accrual Accounting Concepts
February 12	Chapter 4: Accounting for Merchandising Businesses
February 14	Chapter 4: Accounting for Merchandising Businesses
February 19	Chapter 6: Receivables and Inventories
February 21	Chapter 6: Receivables and Inventories
February 26	EXAM 2 (Chapters 3, 4 & 6)
February 28	Chapter 5: Sarbanes-Oxley, Internal Control and Cash
March 5 & 7	NO CLASS - SPRING BREAK
March 12	Chapter 7: Fixed Assets and Intangible Assets
March 14	Chapter 7: Fixed Assets and Intangible Assets
March 19	Chapter 8: Liabilities and Stockholders' Equity
March 21	Chapter 8: Liabilities and Stockholders' Equity
March 26	EXAM 3 (Chapters 5, 7 & 8)
March 28	Chapter 9: Financial Statement Analysis
April 2	Chapter 9: Financial Statement Analysis
April 4	Introduction to Financial Statement Analysis Project
April 9	Financial Statement Analysis Project: In-class work
April 11	Chapter 10: Accounting Systems for Manufacturing Businesses
April 16	Chapter 10: Accounting Systems for Manufacturing Businesses
April 18	Chapter 15: Capital Investment Analysis
April 23	Chapter 15: Capital Investment Analysis
April 25	Review for Final Exam
Week of April 30	FINAL EXAM – See Final Exam Schedule for Date and Time of Final Exam

I reserve the right to change this schedule to meet the needs of the class.

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.