

CALIFORNIA LUTHERAN UNIVERSITY
Bachelor's Degree For Professionals
BUS 253 – Financial Information in Business Organizations
Summer 2016

Instructor: Timothy L. Weaver, MBA
e-mail: tlweaver@callutheran.edu
Office Hours: By appointment
Term Dates: May 23 – August 4, 2016
Course Day and Time: Wednesdays, 6:00 to 9:30 PM
Room: Humanities 112
Prerequisite: None

Text/Other Materials: “*Accounting: What the Numbers Mean*” (11th edition) by Marshall and McManus (ISBN 9781259535314) A calculator is required.

Course Description: This course is designed for non-business majors who are *not* required to take Principles of Accounting (BA 251) or Managerial Accounting (BA 252). The intent of the course is to provide these students with sufficient background in accounting and finance to enable them to function more effectively in their chosen careers. To that end, the course will cover the basics of financial accounting and managerial accounting, with relevant additional material typically covered in finance and economics courses.

In addition to study of the assigned chapters, students will be expected to prepare several homework problems each week for discussion in class. This homework will not be graded (with two exceptions described below); however, participation in class discussions will be given consideration in the case of borderline grades. Learning activities will include lecture, small-group discussion and case studies. Also, real-world applications from leading business publications will be used to supplement textbook discussion. Therefore, students are expected to regularly read a general business publication, such as the Wall Street Journal, Business Week, Forbes or Fortune. Alternatively, Internet news services such as Business Week, MSNBC and CNN are valuable resources. We will also use the Internet in class to look at the financial statements of a variety of firms. This will give us a flavor of the financial statements of each firm and how they may differ across industries.

Several learning objectives are listed at the beginning of each chapter in the text. These learning objectives will be the outline for each class session. At the end of each chapter there is a list of key terms and a list of questions. In addition to completing the chapter readings each week, students can best prepare for class discussion by studying the key terms and answering the questions at the end of the chapters.

Although not taught in this course, use of computer spreadsheets (such as Microsoft Excel), word processing software, and graphics software is strongly encouraged for completion of homework assignments and case studies.

This course is fast-paced and demanding, so regular attendance and completion of assignments is essential for success.

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Learning Goals: At the end of this course, students will be expected to:

1. Learn basic accounting principles and their applications through the financial reporting process .
2. Learn how to prepare and interpret a Balance Sheet, Income Statement, Statement of Retained Earnings and Statement of Cash Flows.
3. Understand the concepts of financial statement analysis, including thoroughly analyzing a Fortune 500 company.

These educational objectives address the following California Lutheran University Student Outcomes:

<i>Student Learning Outcomes</i>	<i>Assessment</i>
<i>Professional Preparation</i> <i>a. Field Specific Knowledge and Experience</i> <i>b. Ethical and Professional Judgment</i> <i>c. Interpersonal and Teamwork Skills</i>	<i>Midterm and Final Exams</i>
<i>Liberal Learning</i> <i>a. Written Communication Skills</i> <i>b. Oral Communication Skills</i> <i>c. Information Literacy</i>	<i>Group assignments, in class discussions, weekly reading and homework</i>
<i>Character and Leadership Development</i> <i>a. Appreciation of diversity</i> <i>b. Growth in identity and values</i> <i>c. Principled leadership</i>	<i>In class discussions; online homework posts</i>

The current undergraduate catalog can be found at:
<http://www.callutheran.edu/registrar/documents/UGCatalog2010-2012.pdf>

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The current graduate catalog can be found at:

http://www.callutheran.edu/registrar/documents/Graduate_Catalog_2009-2011.pdf

Important Dates:

Monday, June 6	Last day to add; last day to drop (without a W) Last day to drop a class without financial penalty (100% tuition charge for classes dropped after this date), Fall/Winter term registration begins for seniors
Tuesday, June 14	Fall/Winter term registration begins for ALL students
Wednesday, July 13	Last day to drop withdraw without academic penalty (Responsible for 100% tuition), Last day to remove incompletes from Spring term
August 1 – 4	Final exams

Attendance Policy

It is anticipated that each student will make every attempt to be present at all sessions. While there are certainly life events that might preclude attendance, early notification of the teacher for these events is crucial to ensure that the student receives any missed work.

Course Evaluations Statement:

All course evaluations are conducted online. Your feedback is important to us. You will receive an email message reminding you when the website is open for your feedback.

The link is: <http://courseval.callutheran.edu>

Academic Honesty:

The educational programs of California Lutheran University are designed and dedicated to achieve academic excellence, honesty and integrity at every level of student life. Part of CLU's dedication to academic excellence is our commitment to academic honesty. Students, faculty, staff and administration share the responsibility for maintaining high levels of scholarship on campus. Any behavior or act which might be defined as "deceitful" or "dishonest" will meet with appropriate disciplinary sanctions, including dismissal from the University, suspension, grade F in a course or various forms of academic probation. Policies and procedures regarding academic honesty are contained in the faculty and student handbooks.

Plagiarism, cheating, unethical computer use and facilitation of academic dishonest are examples of behavior which will result in disciplinary sanctions. Plagiarism includes, but is not limited to:

- Word for word copying without using quotation marks or presenting the work as yours
- Using the ideas or work of others without acknowledgement
- Not citing quoted material. Students must cite sources for any information that is not either the result of original research or common knowledge.

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Standards of Student Conduct Statements: The following are excerpts from the CLU's student handbook, which can be found on the following link:

http://www.callutheran.edu/student_life/student_handbook/

Harassment

Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work, learning, living or campus environment. Forms of harassment include, but are not limited to:

- Verbal: Conduct such as suggestive comments, derogatory slurs, off-color jokes, threats, suggestive or insulting sounds, etc. Verbal harassment also entails using the telephone to harass others. This includes; but is not limited to, unwanted phone calls, hang-ups, unwanted voice messages, obscene phone calls.
- Non-Verbal/Visual: Conduct such as derogatory or inappropriate posters, pictures, cartoons, faxes, emails, text or instant messages, or drawings, suggestive objects or pictures, graphic commentaries, leering, obscene gestures.
- Physical: Conduct such as unwanted physical contact including touching, interference with an individual's normal work or movement, assault.

Sexual Harassment

Any sexual advances, requests or demands for sexual favors and other physical, verbal or visual conduct of sexual nature constitute sexual harassment when:

- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, creating an intimidating, hostile or offensive work, learning, living or campus environment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or academic programs.

Hate Crimes

- Hate crimes, defined in the California Penal Code, Section 7422.55, are defined as offenses motivated by hatred against a victim or a group of victims based on their actual or perceived race, gender, religion, sexual orientation, ethnicity, and/or disability.

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- California Lutheran University is a “diverse scholarly community dedicated to excellence in the liberal arts and professional studies.” As such, the University will not tolerate any form of hate crime. Violation of any University policy that also fits within this definition may result in suspension /dismissal from the University.
- In addition, because false accusations regarding harassment, sexual harassment, or hate crimes can have serious effects on the persons accused, any false accusation will likewise result in disciplinary action up to and including the expulsion/dismissal from the University.

The student who feels subject to any of these offenses stated above should report the incident immediately, either verbally or in writing to any one of the following persons:

- Leanne Neilson

Provost/Vice President for Academic Affairs

Administration Building, x3145

- Melinda Roper

Vice President for Student Affairs/Dean of Students

Student Union Building, x3553

- Susan Tolle

Director of Human Resources

Welcome Center Building, x3185

CLU will respect the complainant's right to confidentiality in both informal and formal procedures. The complainant will be supported and any attempted reprisals will not be tolerated.

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Sexual Misconduct

California Lutheran University does not tolerate any degree of sexual misconduct on or off-campus. We encourage you to report if you know of, or have been the victim of, sexual harassment, misconduct, and/or assault. If you report this to a faculty member, she or he must notify Cal Lutheran's Title IX Coordinator about the basic facts of the incident. More information about your options for reporting can be found at: <http://www.callutheran.edu/title-ix/>

DISABILITY STATEMENT:

California Lutheran University is committed to providing reasonable accommodations in compliance with ADA of 1990 and Section 504 of the Rehabilitation Act of 1973 to students with documented disabilities. If you are a student requesting accommodations for this course, please contact your professor at the beginning of the semester and register with the Disability Support Services Coordinator, Wendy Jimenez, for the facilitation and verification of need. The Disability Support Services Coordinator is located in the Center for Student Success Office at 3259 Pioneer Street, and can be contacted by calling 805.493.3878 or emailing wjimene@callutheran.edu

Pearson Library

Pearson Library provides access to scholarly books, journals, ebooks, and databases of full text articles from scholarly journals. To begin using these materials, visit the library web page <http://www.callutheran.edu/library>

There are many ways to contact Pearson Library for research assistance, no matter where you are!

- Email Yvonne Wilber (Professionals liaison) at ywilber@callutheran.edu
- General Library email: CLULibrary@callutheran.edu
- Library main phone: 805.493.3250
- Text us your question: 805.493.3867
- Get more help at: <http://www.callutheran.edu/library/help/>

CLU Writing Center

The Writing Center provides 1:1 writing consultations, in-person and online, with trained undergraduate and graduate writing consultants. We welcome all writing-related projects at any stage of the writing process across the diverse disciplines of study at CLU. The Writing Center also hosts writing workshops, provides in-class visits, facilitates writing groups, and offers a writer's studio option for longer, sustained projects. Services suit writers of all levels, including traditional undergraduates, graduate students from all fields, all English language learners, and accomplished scholars alike. All members of the CLU community with a @callutheran.edu email address are welcome to make use of our services. For more information, please visit at www.callutheran.edu/writing_center or call 805-493-3257. Please schedule appointments online through MyCLU Blackboard with the yellow "The Writing Center" icon in "Tools," or stop by The Writing Center itself, located in the Darling Collaboration Suite of Pearson Library.

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Veterans Resources

If you are a veteran, military member, or a family member of a veteran or military member, please refer to Cal Lutheran's Veterans Resources webpage for important information: <http://www.callutheran.edu/veterans/> Also, if you are a veteran receiving benefits and you are struggling in a class, you most likely qualify for free tutoring. Please contact the Veterans Coordinator, Jenn Zimmerman, veterans@callutheran.edu or 805.493.3648, for more information.

Help Desk

Students may contact the Help Desk about telephone, network, wireless network, software questions password problems, hardware problems, and general consultation (i.e. you cannot log into your MyCLU portal, or you are having problems with Blackboard). Please email specific details about your problems to helpdesk@callutheran.edu, click on the following link for more information http://www.callutheran.edu/iss/technology_services/helpdesk.php or call: 805.493.3698

Number of Hours Outside of Class: It is expected that students will spend a minimum of nine hours per week outside of class, which will include reading and completing required assignments.

Make up and Late Policy: Exam make-ups can be provided with valid reason of illness or work-related issues; however, Final Exam week 11, must be accommodated within 48 hours

Basis for Grading: There will be two exams, a midterm and a final. Also, there will be two quizzes from the chapters listed. You will also prepare and submit a 6 page paper on the changes to the publication of financial statements in the wake of the Enron scandal.

	<u>Points</u>	<u>Percentage</u>
Quiz-1	50	10%
Midterm exam	125	25%
Quiz-2	50	10%
Homework	50	10%
Final exam	125	25%
Amgen Report	<u>100</u>	<u>20%</u>
Total	500	100%

Both exams will consist primarily of multiple choice questions and true/false quizzes. The final is not comprehensive (material covered prior to the midterm will not be tested directly), however, mastery of each subject is essential to understanding those that follow. Both exams will be taken online through Blackboard at home. For the Amgen report, you will receive a list of financial ratios for which you will determine a trend analysis and write an essay explaining your findings. Assignments will be due in Blackboard by Sunday evening of each week assigned.

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Grading will be on a percentage basis: 90's in the "A" range, 80's in the "B" range, etc. The plus/minus system may be used in the assignment of grades, a sample of which is presented below. In the event that the class scores warrant a grade curve, I do reserve the right to do so.

<u>Grade Distributions:</u>	<u>Points</u>
95%-UP A	475-500
90%-94% A-	450-474
87%-89% B+	435-449
84%-86% B	420-434
80%-83% B-	400-419
77%-79% C+	385-399
74%-76% C	370-384
70%-73% C-	350-369
67%-69% D+	335-349
64%-66% D	320-334
60%-63% D-	300-319
<i>BELOW 60% F</i>	<299

Student Workload for a 4-credit course (50-minute hour):

Activity	Instructor-Led Hours		Homework Hours		Remarks
	Weekly	Course	Weekly	Course	
Readings of required text			5	55	Over 11 weeks, uneven distribution
Weekly Classes	3 hr. 20 min.	36 hrs. 40 min.			Includes final exam
Article Assignment				10	Average, varies by student
Blog Post		3 hrs. 20 min.			Average, varies by student
Quiz Prep				5	Average, varies by student
Mid-Term Prep				10	Average, varies by student
Quiz Prep				5	
Disney Report		10			Average, varies by student
Final Exam Prep				10	Average, varies by student
Total		50		100	Average, varies by student

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Assignment for first class meeting: See the following table.

Day/ Date	Topics	Reading Assignment	Suggested Homework Problems	Group In-Class Problem	Exams
Wk 1 5/25	Overview Accounting – Present and Past; Financial Statements Accounting Concepts/ Principles	Chapter 1 Chapter 2	2-1, 2-2, 2-4 2-11, 2-12, Due 5/29	2-18	
Wk 2 6/01	Fundamental Interpretations; Bookkeeping Process and Transaction Analysis	Chapter 3 Chapter 4	3-6, 3-9 4-1, 4-2, 4-9, 4-10, Due 6/05	4-17	
Wk 3 6/08	Current Assets; PP&E and Other Noncurrent Assets	Chapter 5	5-1, 5-2, 5-8, 5-13, Due 6/12		Quiz T/F Chapters: 1-5
Wk 4 6/15	Liabilities; Owners' Equity	Chapter 6	6-3, 6-14, 6-26, Due 6/19	6-24	
Wk 5 6/22	Mid-Term Exam				Chapters: 1-8
Wk 6 6/29	Review Mid- Term; Income Statement and Stmt. of Cash Flows;	Chapter 7	7-2, 7-8, 7-13, Due 7/03	7-21	

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	Corporate Governance				
Wk 7 7/06	Financial Statement Analysis	Chapter 8	8-4, 8-11, 8-18, Due 7/10 Amgen Annual Report, Due 7/10		
Wk 8 7/13	Managerial Accounting; Cost Accounting and Reporting	Chapter 9	9-4, 9-7, 9-15, Due 7/17	9-22	
Wk 9 7/20	Cost Planning; Cost Control	Chapter 10			Quiz T/F Chapters: 9-12
Wk 10 7/27	Costs for Decision Making; Review for Final	Chapter 11	11-5, 11-9, Due 7/31		
Wk 11 8/03	Final Exam				Chapters: 9-16

Final Note

This syllabus is subject to change. Every effort will be made to alert students to changes that occur in a timely manner.