



QUINLAN
SCHOOL of BUSINESS

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Introductory Accounting II (Acct 202H)
MWF 9:20 – 10:10
Room: Corboy – Room 521
Spring 2018 (Jan. 16th – May 5th)

Professor: Lisa Gillespie
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1 East Pearson, Chicago, IL 60611
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Please do not call before 10 a.m. or after 10 p.m.
Email: Lgilles@luc.edu
Office Hours: MWF 8:10 – 9:10 a.m. (By appointment if necessary)

Prerequisite & Course Description:

Prerequisite: C- or better in Acct 201 or Acct 201H

This course is the second in a series focused on accounting. In this course, emphasis is placed on the development and reporting of accounting information that will be used by managers and other internal parties. Topics covered include: costs of production, costs of services, planning for revenues and the related expenses, controlling costs, determining the behavior of revenues and expenses, and providing relevant data for decision-making by management.

Outcome: The student will be able to understand how to use accounting data to make informed business decisions, plan, and estimate the impact of selected courses of action. The student will gain and appreciation of the uses of financial data and financial statements and their impact on business decisions.

TEXT AND MATERIALS

1. E- textbook and online course material purchased as specified in the PDF registration document sent with this document. You are required to purchase this resource for the course.
 - Introduction to Managerial Accounting, 7th edition, Brewer, Garrison, Noreen
 - Note: Binder hard copy of the book is available with purchase as specified above.
 - E-textbook and online course material available at Loyola's bookstore or directly from the publisher online.

2. Introduction to the Corporate Annual Report, Brian Stanko and Thomas Zeller, 5th Edition, Applied Accounting Analytics (Publishers), 2016.

We are providing the students with two options for purchasing the Annual Report in compliance with University policy:

- a) Bookstore, as usual, hard copy. The bookstore sets the pricing.
- b) Electronic version*: <http://www.appliedaccountinganalytics.com/>

*Note: The course instructor will need to supply the Word template for the students that purchase a hard copy. If the student purchases a hard copy, then the cover must be torn-

off and submitted to the instructor (with email address written on the back) no later than the second class. The instructor will return the Word template with the student's name and term locked into the header. A student that purchases electronically has his/her name locked into the header and front page automatically upon the purchase.

3. Little Oxford English Dictionary, Ninth Edition, Edited by Sara Hawker, 2006. ISBN 978-0-19-861438-8. (You must use this dictionary – may be older edition – must carry to class daily!)

Attendance, Participation, Quizzes, and Examinations

Attendance and participation is expected. No credit is given for attendance; however, there will be unannounced quizzes and points are given for participation. Participation is NOT attendance. To receive credit for participation a student must actively and constructively participate in class discussions. ALL material covered in class and in the text is fair game on quizzes and/or exams! NO make-ups are given on quizzes and/or exams. **Make-up examinations will NOT be given.** Quizzes/exams will be given almost daily. The final is required; the final exam will not be dropped. Make-up final examinations require a 24 hours notice, faculty approval, and a signed contract for an incomplete.

You may only use an approved calculator (no memory) on any quiz or exam. You can only use a pencil and an approved calculator on quizzes and exams. Cellular phones and all other items (including any item with a camera function) must be placed in the front of the classroom and turned off during exams/quizzes. If essay questions, you will be graded on spelling and grammar along with content.

Corrections for exams/quizzes are due the day after the scored exam/quiz is returned. To receive credit you must show all work neatly on a separate sheet of paper stapled to the front of your exam/quiz. Corrections must be completed in the order of the exam/quiz. If the correction contains a definition or reference from the textbook, the page number and the relevant quote should be included. Do NOT explain the error you made – show the correct answer with supporting documentation. If returned late, the assignment will only be accepted within one class of its due date. Late assignments will be reduced by 50% of the points scored. Corrections are required for all exams/quizzes unless told otherwise.

You must put your name, class and time on the top right-hand corner of the first page of any papers submitted (if your name is missing your grade will be reduced by 25% of the points possible or a minimum of 5 points). Articles must be numbered (first, second, . . .) Additionally, if multiple pages are submitted they must be numbered.

Three Zero Rule

If you earn/collect more than three zeros you are out of any curve the class may have at the end of the semester. Zeros are given when either the work is so poor it does not deserve any credit or you fail to submit work by the late date/time. Zeros indicate apathy. Four or more zeros your final grade will be determined by the University grade scale shown below in this syllabus.

Final Exam Rule

You must take the final exam in order to pass the course. Even if you can earn a passing grade without the final, the final is required to pass. If you fail to take the final, regardless of your points earned in the course, you will fail the class. No final = F! Please make sure you take the final!!

Beta Alpha Psi Events / Honor Seminars

Each student is required to attend three BAP events during the course of the semester. It is your responsibility to select the event, attend it, sign-in, and provide a one-page summary within one class of attending the event. A schedule can be found by using the following link: <http://loyolabap.wix.com/join>. The summary must be in Memo format. Use the following as an example format: <http://loyno.edu/wac/business-memo>. You must use proper English and content, spelling, and grammar will be factored into your grade. If there is even one spelling mistake that spell check would have caught, you will receive a zero! All written work should be formal – no personal pronouns, proper addressing of individual (never simply by the individual's last name), proper word choice, well organized, and use paragraphs! Please double space all papers.

Wall Street Journal

Using an article of your choosing, as long as it is medium to long, summarize the article in one or two paragraphs. No longer than one page double spaced! WSJ should also be in memo format. All written work should be formal – no personal pronouns, proper addressing of individual (never simply by the individual's last name), proper word choice, well organized, and use paragraphs! Please double-space all papers.

Dictionary Assignments

Every even week you will submit five words you have encountered (in either this class or any of your other classes) that you did not know their definition. You will also submit five new words you discovered while searching for the original in your Oxford dictionary. The following format should be used:

Word: Accumulated

Sentence: “The accumulated depreciation was \$12,000.”

Definition: v. heap up, bring together; get more and more of, produce or acquire thus; become numerous, go on increasing. accumulation n.; accumulative a.

My sentence: He accumulated friends like others accumulate dandruff.

Second word: Ad nauseam

Definition: to sickening extent (L)

My sentence: The professor when on ad nauseam.

If, or when, we come across a word or words you do not know during class, I may require you to provide the above before you leave class. Therefore, carrying your dictionary is required!

All Written Assignments

University level writing is expected. With respect to memos, formal writing is expected. You will receive a zero if any of the following errors are made:

- Failure to formally address an individual. It is not acceptable to refer to someone simply with their surname. If it is the President, then use, “President Obama”, not “Obama”. You should always show respect for the office. It does not imply your agreement with the person!
- Any use of personal pronouns (with the exception of quoting).
- Any use of contractions (with the exception of quoting).
- Using words improperly, such as grow, growth, grew. Only living things can grow. Sales Revenue increase, a market segment is penetrated, the number of buildings increase. Remember, numbers increase, people, animals, and plants grow (if they are physically getting larger). Although many find it acceptable to use “the company grew” in the business world, it is not acceptable in this class. You must be more precise in your explanations.
- The misuse of ‘as’ instead of ‘since’.

Format of all submitted work and emails

All work submitted must have your name, date, and class time in the top right hand corner. If you submit more than one page, you MUST number your pages. If it is an assigned due date, then your papers must be stapled in the top left corner. No dog-ears! If it is randomly collected, put your name on each page and I will staple them.

Emails – Please use the following format in the “Subject” portion of the email: A202W, topic. For example if a student from our class is emailing regarding the third homework assignment, in the subject section they would write: A202 W, Homework 3 Question.

All emails should be written in a professional manner. They should start with a formal address, such as, “Dear Ms. Gillespie,” and grammar, punctuation, capitalization, and spelling should be perfect. If an email is not professionally written it will simply be returned or deleted.

Exercises, problems, and other assignments are primarily designed to reinforce the subject matter. Class lectures are designed around assigned exercises and problems. It is expected that assigned exercises and problems will be completed before class discussions. Exercises and problems (homework) will be randomly collected for credit. Homework (and any other assignments) handed in late will be reduced by 50% for tardiness and must be turned in no later than one class after the due date. Once requested, the homework and/or assignment is deemed late if not handed in promptly (at the time of the announcement). To be very clear: any assignment turned in after the announcement, whether a minute or a class, will be deemed late and reduced by 50% of the earned points. Homework handed in late will be reduced by 50% for tardiness and must be turned in no later than one class after the due date. Along with content, spelling, grammar, neatness, and organization are also factors in grading. You must put your name, class and class time on the top right-hand corner of the first page. If multiple pages are submitted, they must be numbered. Do not fold any part of your homework. Do not fold the corner of your papers (i.e. “dog-ear”) in order to keep them together. Randomly collected work need not be stapled, but assigned work needs to be stapled. (Failure to follow the above directions will result in your grade being reduced by 25% of the points possible or a minimum of 5 points.)

The first assignment is to read this syllabus and submit the Quinlan Honor Statement at the end of this syllabus along with a written statement indicating that you have read and understand the rules and requirements. Write your statement on the back of the Quinlan School of Business’ Honor

Code. Sign both the front and back. This is due at the beginning of the second class. It should be on my desk before the start of the class. If late, no credit will be earned.

Course Connect LearnSmart and Quizzes

Specific homework specified below and in Course Connect.

Course Connect homework will generally be due at 11:59 p.m. Be aware, the dates may change. It is your responsibility to check Course Connect for due dates and date changes!

Student registration information

<http://connect.mheducation.com/class/l-gillespie-a202-h--w-spring-2018>

Annual Report Project

As with all other assignments, 50% of the points will be deducted if it is turned in late (up to one class). If later than one class, no points will be earned.

The annual report project is a major section of this course. You may choose a team member to work with you on the project.

One workbook will be handed in for each team. Each member should complete the work and then come together as a team to review and select what will be submitted. All submitted work must be typed with references handwritten in colored ink/pencil. You may use any color other than red.

The workbook: Each team is required to purchase a copy of Introduction to the Corporate Annual Report. You can either purchase it online at:

<http://www.appliedaccountinganalytics.com/products/>

or purchase a hard copy of the book. If the hard copy is purchased, the cover must be torn-off and submitted to me (with your email address written on the back) by no later than the second class. I will then forward an electronic copy of the book to you. You must complete the book by typing in your answers on the electronic copy and handing in a hard copy containing your answers. All sections except those relating to pensions must be completed. (Complete even dark sections.) A copy of the annual report pages you used to complete each questions must accompany your booklet. References must be placed by each question indicating where you found the answer (for example, if you entered "Net Income \$500" in the booklet, then next to this you should write, "Pg. 10, X" in red ink. On page 10 you need to put an "X" next to the information.)

Academic Honesty and Classroom Behavior

Academic dishonesty will not be tolerated. Students are required to prepare their own work. This means that ALL work submitted must be that of the student with no aid from any other individual. Any student aiding, abetting, **or witnessing and failing to report** dishonesty will be held accountable. It is the responsibility of the entire community to assure an honest work

environment. Receiving or giving aid in an examination is cause for dismissal from the University.

Any assignment given as a “take-home exam” or “project” requires the student to complete it on his or her own. This means that there will be no help from any outside sources (friends, teachers, family, internet, etc.) No sources (books, notes, etc.) should be used unless specifically approved by me.

Failure to comply will result in a minimum of a zero on the given assignment along with the final grade in the course reduced a full grade point. Under the most severe consequence, the offense will be submitted to the University’s administration to discipline as they see fit.

Excess noise of any form will not be tolerated during class. This includes, but is not limited to, talking and cracking gum. A professional environment is expected – this means that your attention should be directed to the lecture. All laptops, iPads, cell phones, and any other If you ever substitute another assignment for one that you failed to do, you will earn negative 20 points and it will count as one of your zeros. Only submit what was requested – NEVER problems/assignments that were not collected. (The only exception is if I ask for one problem and you have completed the requested problem on the same page as a problem that was not collected.) If you are asked to hand-in three problems from your packet, I expect the three, not the entire packet or some other work you happened to do. Excess pages will cause your grade to decrease. Wrong work will count as a negative 20 points! electronic devices must be turned off and put away during class. Completing crossword puzzles, reading other materials, playing games, or any other activity that is not directly related to the lecture is unacceptable and will negatively impact your grade. If caught failing to comply with the above, your grade will be reduced by up to 50 points per infraction. In other words, you should be paying attention during class.

All laptops, iPads, cell phones, and any other electronic devices must be turned off and put away during an exam (this also includes anything that can take a picture, such as a iWatch). If caught with any of these an F will be given on the exam.

Evaluation

Final grades are based on the total points earned by the student compared to the total possible points that could have been earned. The total possible points will primarily be comprised of the following:

Corporate Annual Report	200
Homework (5 x 20 pts.)	100
Quizzes** (in class – 20 pts.)	100
Exam Corrections (3 x 25 pts)	75
BAP/Honor Events Memos (3ea x 10 pts)	60
Words (5 x 10 pts)	50
Online Quizzes (CC 10 points each)	80
LearnSmart	80
Exams (4 total, 3 counted @100 each)	300
Participation (up to)	50
Final	150

** Highly subject to change.

Assignments may be added or deleted during the semester; therefore, the total is not yet fixed. A class curve will be implemented if necessary. The most rigorous grade scale is provided below:

A to A-	90% and above
B+ to B-	80 – 89%
C+ to C-	70 – 79%
D+ to D-	60 – 69%
F	Below 60%

Final Exams – You must take the exam at your registered time!

Exam Day/Date	Exam Time / Room	Class
M / 4.30.18	1:00 – 3:00 p.m. / 521 Corboy	A303 (MWF 11:30)
F / 5.4.18	9:00 – 11:00 a.m. / 521 Corboy	A202W (MWF 12:35)
Sa / 5.5.18	1:00 – 3:00 p.m. / 521 Corboy	A202H (MWF 9:20)

Remember: Critical Rules—

- Late Policy – If an assignment is late (by even a second, your grade is reduced by 50%). For work that is accepted as late, it is only accepted up until the start of the next class. Not all assignments are accepted late.
- If you fail to hand in an exam or quiz when requested, you will receive a zero.
- Online assignments are subject to late policies as indicated on each assignment. It is your responsibility to keep up with any changes in due dates or policies!!! Remember to check online assignments daily!
- Some assignments are not accepted late!
- Sloppy work – Zero points.
- Three Zero Rule – More than three zeros and you are out of any curve the class may have at the end of the semester.
- Final Exam – Required. Failure to take the final results in earning an F.
- Date Changes – It is your responsibility to keep up with any date changes. This includes online assignments.
- Discussing Exams – You may not talk about any exam until after all sections have taken it. To be clear, once you have taken an exam you must wait until all sections have taken it before you discuss ANYTHING related to the exam. If caught breaking this rule, you will be penalized from a zero on the exam along with a decrease of one letter grade for the semester to expulsion.

Class by Class/Week by Week Course Outline

Week	Date	Chapter	Topic	Assignments Due
1	Jan 17 - 19	13	FSA	Read Syllabus Packet Ch. 13 Approved company
2	Jan 22 - 26	13/14	FSA/ROI/CF	Chapters 1 & 2 Ann Rpt Packet Ch. 14
3	Jan 20 – Feb 2	10/12	Cash Flow	Packet Ch. 10 Exam 1 (Chs. 10, 13, 14)
4	Feb 5 - 9	1	Managerial Acctg	Packet Ch. 1
5	Feb 12 - 16	2	Job Order	Packet Ch. 2
6	Feb 19 - 23	2	Job Order/ABC	Packet 3
7	Feb 26 – Mar 2	3/4	ABC/Process Costing	Pkt Ch. 4 Exam 2 - Friday Last Multiple Memo
8	Mar 5 - 9	-	Spring Break	
9	Mar 12 - 16	5	Cost Behavior/CVP	Packet Ch. 5
10	Mar 19 - 23	6	Cost Behavior/CVP	Packet Chs. 6 & 10 Last Memo
11	Mar 26 – 30	10	Relevant Cost (Good Friday no class)	Exam 3
12	Apr 2 - 6	7	Profit Planning (No Monday class)	Packet Ch. 7
13	Apr 9 - 13	7	Profit Planning	Exam 4 Cumulative
14	Apr 16 - 20	8	Flex Budgets Monday – Easter Break	Practice Test
15	Apr 23 - 27	-	Review	(if time permits)

Quinlan School of Business Policies:

Attendance

Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class meeting period, is expected of Quinlan students. Faculty may set participation policies unique to their courses and use class participation as a component of the final grade. The student is responsible for any assignments or requirements missed during an absence.

Make-Up Examinations

Loyola University academic policy provides that tests or examinations may be given during the semester or summer sessions as often as deemed advisable by the instructor. Because Quinlan faculty believe examinations represent a critical component of student learning, required examinations should be taken during the regularly scheduled class period. **Make-up examinations are discouraged.** Exceptions may be granted only by the faculty member or department chair, and only for unavoidable circumstances (illness verified by a signed physician's note, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, or religious observance). A make-up final examination may be scheduled only with the permission of the appropriate Quinlan Assistant or Associate Dean.

If a make-up examination must be given, it is the responsibility of the faculty member to prepare, schedule, and proctor the exam. The only regular exception is for a student athlete, who may use the testing services of the Athletics Department to complete a make-up examination. For a student with a documented special testing need, please consult University policy concerning use of the testing center in Sullivan Center at Lake Shore Campus.

Academic Integrity

All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood...Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of "F" for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.

For further information about expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website:

<http://www.luc.edu/media/lucedu/quinlanschoolofbusiness/pdfs/Honor-Code-Quinlan-July2012.pdf>

Quinlan School of Business Honor Code

Loyola University Chicago is Chicago's Jesuit Catholic University—a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith. The Quinlan School of Business embraces our university's Jesuit tradition in striving to develop responsible leaders who treat others honestly, fairly, and respectfully—leaders who build relationships of loyalty and trust, who honor their commitments and obligations, who are infused with a sense of responsibility to serve the common good, who share their knowledge and skills with others, and who act at all times with the highest level of integrity and ethical behavior.

To support this commitment, the Quinlan School has adopted this Honor Code which outlines the standards of academic integrity and professional behavior that are expected of all faculty, staff, and students, both undergraduate and graduate.

Academic Integrity: The basic commitment of a university is to search for and to communicate the truth as it is honestly perceived. Faculty, staff and students of the Quinlan School are called upon to know, to respect and to practice this standard of personal honesty. All members of the Quinlan School shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication and falsification.

Plagiarism is a serious violation of this standard. Plagiarism is the appropriation for gain of ideas, language, or work of another without sufficient public acknowledgement that the material is not one's own. Plagiarism involves deliberate taking and use of specific words and ideas of others without proper acknowledgement of the sources.

Cheating is attempting to gain an unfair advantage while taking a test or submitting other work. Cheating includes, but is not limited to, copying from others during exams, bringing unauthorized material to an exam, sharing previous exams without instructor permission, changing answers after the test is completed and sharing exam questions and answers with students who have yet to take the test.

Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the instructor assigning the grade of "F" for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved. The chairperson or dean may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending upon the seriousness of the misconduct. Students may confidentially report observed instances of academic dishonesty to the instructor, chairperson or dean. Instances of faculty misconduct should be reported to the department chair or dean.

For further information about our expectations for academic integrity and sanctions for violations, consult the Statement of Academic Integrity on the Quinlan School of Business website.

Professional Behavior: The Quinlan School expects all constituents to conduct themselves in a professional manner, respecting the dignity of each individual. We embrace the diversity that each of us brings to our learning partnership: religious, ethnic, cultural, political, and academic. We do not tolerate discrimination, harassment, or abuse, whose sanctions may include probation and dismissal from the university. For further details regarding community standards, judicial procedures, and university policies, consult the Student Handbook.

I pledge to uphold the standards of Academic Integrity and Professional Behavior of the Quinlan School of Business Honor Code and to abide by the complete set of regulations detailed in the Statement of Academic Integrity and the Student Handbook.

Name: _____

(Print)/(Signature)

(Date)

Adopted May 12, 2009. Revised July 31, 2012 to reflect the Quinlan School name.

