



Course Syllabus

Government and Not-for-Profit Accounting

ACNT 2330-0001

Term-

Spring 2014

CRN (Course Reference Number) 80655

Instructor Contact Information-

Instructor: Thomas A. Jackson, CPA

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Instructor Website: From the HCCS homepage, choose Southwest College, then choose "The Learning Web," choose Faculty, type in your instructor's first, last, or both names. Select your instructor from the listing that is generated. Find the course in which you are enrolled. There you will find a copy of the syllabus and other pertinent information for your use.

Instructor Office Location and Hours-

West Loop Center - 9:30 am – 11:00 am Monday and Wednesday
Room C-256 At other times by appointment.

Course Location/Times-

West Loop Campus Room C247 – Thursday, 7:00 – 10:00 pm

Course Semester Credit Hours-

Credit Hours 3.00

Lecture Hours 3.00

Total Course Contact Hours-

48

Course Length-

16 Weeks

Instructional Method(s)-

Face to Face - Lecture

Web Enhanced – Eagle Online and McGraw-Hill Higher Education

Course Description-

The primary purpose of this course is to introduce the student to the basic concepts and techniques of fund accounting and the financial reporting for governmental and not-for-profit entities. Additionally, the accounting cycle for funds, their associated account groups, and related financial statements is covered along with the financial reporting of governmental and not-for-profit entities.

This course is intended for accounting majors, CPA candidates, and/or others who wish to supplement their basic accounting knowledge base. Students are expected to be able to identify appropriate accounting and reporting standards for governments and private not-for-profit organizations, and prepare fund basis and government-wide statements for state and local governments, applying the appropriate accounting standards.

Course Prerequisites-

- ACCT 2301 (Principles of Accounting I – Financial Accounting)
- ACCT 2302 (Principles of Accounting II – Managerial Accounting)

Suggested Requisites-

- MATH 0306 (Basic Math Pre-Algebra)
- GUST 0342 (9th -11th Grade Reading)
- ENGL 0300 or 0347

Academic Discipline/CTE Program Learning Objectives-

1. Students will be able to prepare financial statements, perform financial analysis, and prepare reports utilizing computerized software packages and/or commonly used spreadsheet software programs, i.e. Microsoft Excel
2. Students will be able to read, listen, speak, and write proficiently in preparation for presentations with clients, accounting firms, and other financial individuals.
3. Students will demonstrate complete understanding of the complete accounting cycle.
4. Students will be able to reconcile and verify account balances, audit for internal control, and prepare financial statements.

Course Student Learning Outcomes (SLO)-

1. show understanding of generally accepted accounting principles for public sector (state and local government) organizations.
2. show understanding of generally accepted accounting principles for private not-for-profit organizations.
3. show understanding of auditing and tax-related issues unique to governments.
4. show understanding of financial reporting by the federal government.

Learning Objectives-

1. **show understanding of generally accepted accounting principles for public sector (state and local government) organizations.**
 - define the fund types used by state and local governments.
 - illustrate the basic financial statements for a state or local government.

- prepare journal entries for the expenditures cycle using both budgetary and activity accounts.
 - prepare the fund-basis financial statements for a General or special revenue fund.
 - record capital lease transactions related to governmental operations.
 - contrast statements of cash flow prepared under GASB guidelines with those prepared under FASB guidelines.
 - apply GASB standards for the measurement and reporting of investments.
 - record events and transactions related to general fixed assets and general long-term debt
 - prepare the financial statements for a public college or university.
2. **show understanding of generally accepted accounting principles for private not-for-profit organizations.**
 - prepare the financial statements for private not-for-profit organizations.
 - prepare the financial statements for private not-for-profit colleges and universities.
 - prepare the financial statements for a not-for-profit health care organization.
 3. **show understanding of auditing and tax-related issues unique to governments.**
 - describe the major requirements of the Single Audit Act.
 4. **show understanding of financial reporting by the federal government.**
 - prepare journal entries for typical transactions of a federal government unit, applying budgetary and proprietary accounting practices.

SCANS (Secretary’s Commission for Achieving Necessary Skills)

The Secretary’s Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our students are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment
- Propose acceptable levels of proficiency
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation’s schools, businesses, and homes

SCANS research verifies that what we call *workplace know-how* defines effective job performance today.

This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

Workplace Competencies	Foundation Skills
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<p>Resources: allocating time, money, materials, space, staff</p> <p>Interpersonal Skills: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds</p> <p>Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information</p> <p>Systems: understanding social, organizational, and technological systems, monitoring and correcting performances, and designing or improving systems</p> <p>Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies</p>	<p>Basic Skills: reading, writing, arithmetic and mathematics, speaking and listening</p> <p>Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning</p> <p>Personal Qualities: individual responsibility, self-esteem, sociability, self-management and integrity</p>
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SCANS workplace competencies and foundation skills have been integrated into Principles of Accounting I, and are exhibited in the SCANS schedule. For additional information about SCANS, go to: <http://wdr.doleta.gov/scans/teaching/>

Course Calendar and Student Assignments-

The assignment schedule detailed in the attachment will be our road-map throughout this course. Any modifications to or deviations from this schedule will be announced in class.

Student Assignments & Assessments-

Students will:

1. show understanding of generally accepted accounting principles for public sector (state and local government) organizations.
 2. show understanding of generally accepted accounting principles for private not-for-profit organizations.
 3. show understanding of auditing and tax-related issues unique to governments.
 4. show understanding of financial reporting by the federal government.
- by the use of:
- Papers,
 - Projects,
 - Portfolios,

- Various assigned readings from textbooks
- In-class discussions
- Oral and written book reviews and discussions
- Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay
- Group and/or individual projects

Instructor's Requirements-

Students are expected to read all assigned chapters, complete and submit all assignments on the due date, and attend all classes. The nature of the course is such that perfect attendance is essential for mastery of the course content. A missed class can never be duplicated.

Accounting is best learned through doing. Therefore, there are always homework assignments to do. This will require a considerable commitment of time and effort from you. Typically, the successful student in college can count on 3 hours of independent study for every hour in the classroom.

Your final grade for this course will be based on how well you do in meeting the evaluation requirements listed on your assignment schedule and applying the grading scale which is listed below.

Program Discipline Requirements-

1. EXCEL-Students will work in Microsoft EXCEL following textbook example formats, labels, and formulas. I
2. Internet-Students will use HCC webmail, learning web, blackboard, lock-down browser, and HCC LibLine (24/7 Library)
3. Ethics-Students will develop personal values for ethical behavior.

HCC Grading Scale-	A = 100- 90	4 points per semester hour
	B = 89 - 80	3 points per semester hour
	C = 79 - 70	2 points per semester hour
	D = 69 - 60	1 point per semester hour
	F = 59 and below	0 points per semester hour
	FX (Ceased Attending)	0 points per semester hour
	IP (In Progress)	0 points per semester hour
	W(Withdrawn)	0 points per semester hour
	I (Incomplete)	0 points per semester hour
	AUD (Audit)	0 points per semester hour

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen

as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Instructor Grading Criteria- Performance Evaluation:

2 Midcourse Examinations	200 points
Final Examination - Comprehensive	120 points
Attendance & Class Participation	70 points
Course Project	70 points
Homework	<u>40</u> points
Total	500 points

Grading Scale:

90 - 100%	=	A	(450 to 500 points)
80 - 89%	=	B	(400 to 449 points)
70 - 79%	=	C	(350 to 399 points)
60 - 69%	=	D	(300 to 349 points)
Below 60%	=	F	(0 to 299 points)

Examinations:

There will be two midcourse examinations. If a student misses a midcourse examination, the grade earned for the Final Examination, adjusted to a 100 point scale, will be substituted for the missed examination grade. To receive a grade for the course, successful completion of the Final Examination is imperative. Students who miss the Final Examination will receive an I (Incomplete) at the end of the course pending satisfactory arrangements to take the examination. If satisfactory arrangements are not made, the student will be awarded the course grade earned to the date of the Final Examination.

Homework:

All homework assignments are to be completed and submitted electronically via email. Please access the required homework using the following link to the McGraw-Hill Higher Education Online Learning Center:

http://higherred.mcgraw-hill.com/sites/0078025451/student_view0/index.html

We will discuss this process in great detail during the first two days of class. All assigned homework may be submitted at any time following the completion of a chapter lecture. In all cases, it is due for submission at or before 5:00 PM on the Friday of the week the lecture for the chapter is completed. Homework assignments submitted after the due date will be accepted but will only receive

partial credit. DO YOUR HOMEWORK! It makes a difference.

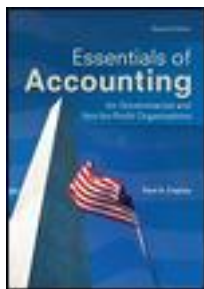
EGLS₃-- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Extra credit will be given to those students who participate in the EGLS₃ process. The amount of the credit awarded will be dependent upon the percent of class participation achieved. Additional details are available on the Learning Web or at this following link:

<http://www.hccs.edu/portal/site/hccs/menuitem.a12520d901466b1f3227a2ced07401ca/?vgnextoid=1f32212f8ced1310VgnVCM100000864710acRCRD&vgnnextchannel=c4ef4cc6a366f110VgnVCM2000001b4710acRCRD&appInstanceName=default>

Instructional Materials (Required Textbook)-



Text: *Essentials of Accounting for Governmental and Not-for-Profit Organizations*, 11th edition, by Paul A. Copley, James Madison University, McGraw-Hill/Irwin, ©2013, ISBN-13 9780077426569 MHID 0077426568

McGraw-Hill Website -

http://mpss.mhhe.com/student_connect_resources.php

Accounting Lab & Tutoring:

The Accounting Lab at the West Loop Center is located in room C-131. Operating hours and tutoring availability will be posted to The Learning Web during the first week of the term.

HCC Policy Statements -

ADA Services to Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disabilities Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Sexual Harassment

It is a violation of HCC policy for an employee, agent, or student of the College to engage in sexual harassment as defined in the Equal Employment Opportunity Commission (EEOC) guidelines. Any student who has a complaint concerning this policy has the opportunity to seek resolution of such a complaint in accordance with procedures set forth in the Student Handbook. Report any complaints immediately to College Administration or call the Institutional Equity & Compliance Office (713) 718-8271.

Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Attendance

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. . If you cease attending class without withdrawing, you will receive the grade of FX as outlined above.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this

happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a classmate who would be willing to share class notes or discussion content if you unavoidably miss a class. **Class attendance equals class success.**

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. **Remember to allow a 24- hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Incompletes

The grade of “I” (Incomplete) is conditional and at the discretion of each instructor. If you receive an “I,” you must arrange with your instructor to complete the course work by the beginning of the following term (excluding Summer). After the deadline, the “I” becomes an “F.”

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills,

attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Classroom Behavior

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**Access Student Services Policies
on their Web site:**

<http://hccs.edu/student-rights>

HCCS Website:

www.hccs.edu

Course Schedule and Assignment Due Dates

Week	Date	Chapter	Topics	Assignments
1	01/16/14	1	Course Introduction, Syllabus Review, and Chapter 1-Introduction to Accounting and Financial Reporting for Governmental and Not-for-Profit Organizations	
2	01/23/14	2	Overview of Financial Reporting for State and Local Governments	01/24/14 - Chapter 1 Homework due for Full Credit
3	01/30/14	3	Modified Accrual Accounting: Including the Role of Fund Balances and Budgetary Authority	01/31/14 - Chapter 2 Homework due for Full Credit
4	02/06/14	4	Accounting for the General and Special Revenue Funds	02/07/14 - Chapter 3 Homework due for Full Credit
5	02/13/14	5	Accounting for other Governmental Fund Types: Capital Projects, Debt Service, and Permanent	02/15/14 - Chapter 4 Homework due for Full Credit
6	02/20/14		Examination 1 (Chapters 1 – 5)	02/21/14 - Chapter 5 Homework due for Full Credit
7	02/27/14	6	Proprietary Funds	
8	03/06/14	7	Fiduciary (Trust) Funds	03/07/14 - Chapter 6 Homework due for Full Credit
	03/13/14		Spring Break – No Classes	
9	03/20/14	8	Government-Wide Statements, Capital Assets, Long Term Debt	03/21/14 - Chapter 7 Homework due for Full Credit
10	03/27/14		Examination 2 (Chapters 6 – 8)	03/28/14 - Chapter 8 Homework due for Full Credit
11	04/03/14	9	Accounting for Special-Purpose Entities, Including Public Colleges and Universities	04/04/14 - Chapter 9 Homework due for Full Credit
12	04/10/14	10	Accounting for Private Not-for-Profit Organizations	04/11/14 - Chapter 10 Homework due for Full Credit
13	04/17/14	11	College and University Accounting – Private Institutions	04/11/14 - Chapter 11 Homework due for Full Credit
14	04/24/14	12	Accounting for Hospitals and Other Health Care Providers	04/11/14 - Chapter 12 Homework due for Full Credit
15	05/01/14	14	Financial Reporting by the Federal Government	05/02/14 - Chapter 14 Homework and Course Project due for Full
16	05/08/14		PROCTORED FINAL EXAMINATION – Chapters 1 – 12 & 14	All Homework and Extra Credit Assignments must be completed by 11:00 pm 05/04/14 to receive credit