**UNIVERSITY OF MARY WASHINGTON -- NEW COURSE PROPOSAL**

Electronically submit this completed form with PDF attachments to the Chair of the College Curriculum Committee.

<table>
<thead>
<tr>
<th>College (check one):</th>
<th>Arts and Sciences</th>
<th>Business</th>
<th>Education</th>
</tr>
</thead>
</table>

Proposal Submitted By: Dave Henderson and Gladys Gomez  
Date Prepared: 09/26/2012  
Course Title: Accounting for Decision Making and Control  
Department/discipline and course number*: MBUS 559

*This course number must be approved by the Office of the Registrar before the proposal is submitted.

<table>
<thead>
<tr>
<th>Number of credits proposed:</th>
<th>3</th>
<th>Prerequisites:</th>
<th>LRSP 201 or BUAD 132 or equivalent</th>
</tr>
</thead>
</table>

Will this be a new, repeatable “special topics” course? (Do you want students to be able to take this new course more than once if the topic changes?)  
NO | X | YES

Date of first offering of this new course: FALL SEMESTER, year: Fall 2013  
Proposed frequency of offering the course: One semester per year  
List the faculty who will likely teach the course: Existing full-time accounting faculty

Are ANY new resources required?  
NO | X | YES  
Document in attached impact statement

This new course will be (check all that apply):  
Required in the major: X  
General Elective  
Elective in the major:  
General Education**

**AFTER the new course is approved, a separate proposal must be sent to the General Education Committee.

Catalog Description:  
MBUS 501B: Accounting for Decision Making and Control (3)

Prerequisite: LRSP 201 or BUAD 132 or equivalent  
This course introduces fundamental financial and managerial accounting concepts. Financial accounting topics include Generally Accepted Accounting Principles (GAAP), an overview of financial statements, an overview of the accounting equation, recording economic events, as well as an overview of the accounting cycle. The course also addresses basic managerial accounting concepts such as cost behavior, and incremental analysis.

<table>
<thead>
<tr>
<th>COURSE HISTORY</th>
<th>YES</th>
<th>NO</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number and Title of Previous Course</td>
<td>Semester Offered</td>
<td>Enrollment</td>
<td></td>
</tr>
</tbody>
</table>

CHECK HERE if the proposed course is to be equated with the earlier topics or experimental offerings. This means that students who took the earlier “topics” course will only be able to take the new course if they made a C- grade or lower in the earlier course.

NOTE: If the proposed course has not been previously offered as a topics or experimental course, explain in the attached rationale statement why the course should be adopted even though it has not been tried out.

**REQUIRED ATTACHMENTS:**  
1. Rationale Statement (Why is this course needed? What purposes will it serve?)  
2. Impact Statement (Provide details about the Library, space, budget, and technology impacts created by adding this new course. Include supporting statements from the Library, IT Department, etc. as needed.)  
3. Sample Syllabus

Department Chair: Ken Machande  
Date: 11/7/12

College Curriculum Chair: Gail Brooks  
Date: 11/7/12

UCC Chair Approval:  
Date:
Rationale Statement

This course is needed as part of the re-designed MBA program. The rationale for the re-designed MBA program is included in a separate document that supports this request. Currently, there is no MBA-level basic accounting course. MBA students without an undergraduate business degree must take LRSP 201 as a prerequisite course; LRSP 201 also serves as a required course in the BPS program and as a pre-requisite to the Intermediate Accounting series for the BPS program. LRSP 201 is therefore serving different audiences, allowing for flexibility in program offerings and efficiencies in faculty scheduling across degree programs, but this model may not be the best approach for the re-designed MBA program. This proposed course is sequenced for a 16-week format and to be offered each Fall Semester.

I have identified a possible textbook offering by Cambridge Business Publishers which focuses on a target audience that matches our MBA Program’s specific target market:


“Financial & Managerial Accounting for MBAs is intended for use in full-time, part-time, executive, and evening MBA programs that include a combined financial and managerial accounting course as part of the curriculum, and one in which managerial decision making and analysis are emphasized. This book easily accommodates mini-courses lasting several days as well as extended courses lasting a full semester.”

Faculty may consider using this textbook for the proposed “Accounting for Decision Making and Control” 3 credit course, saving students money and streamlining faculty prep time. The “LRSP 201 Accounting for Managers” or BUAD 132 or equivalent course therefore must be a pre-requisite for this proposed course.

Also, in previous consultations with Dr. Asper and the MBA Taskforce I, it is recommended that “Accounting for Decision Making and Control” serve as a pre-requisite for the MBA “Financial Management” course.

Impact Statement

No additional resources will be required for this course.
Sample Syllabus

SYLLABUS

UNIVERSITY OF MARY WASHINGTON - COLLEGE OF BUSINESS

“Accounting for Decision Making and Control” - MBUS 559 (3 credits)

Monday 6:00pm to 8:45pm  Fall Semester 16-week Session

Stafford Campus, South Building, Room 115

Instructor: Ms. Gladys M. Gomez, CPA, CGMA, MBA
Office: My office is located on the Stafford Campus in the North Building, Room B227 (Second Floor)
Phone: (540) 207-9182 (Cell) or (540) 286-8073 (Office Direct Dial)
E-mail: ggomez@umw.edu
Office Hours: Monday and Tuesday 4:30pm – 5:45pm and 8:45pm – 9:30pm (i.e. before and after class); by appointment.

Note: The instructor reserves the right to change/adjust any part of this syllabus, including the course structure and requirements, grading system, course schedule and other items, as circumstances necessitate. All changes will be announced in class and/or on Canvas.

STUDENTS WITH DISABILITIES: The Office of Disability Services (540-654-1266) has been designated by the University as the primary office to guide, counsel, and assist students with disabilities. If you already receive services through the Office of Disability Services and require accommodations for this class, make an appointment with me as soon as possible to discuss your approved accommodation needs. Please bring your accommodation letter with you to the appointment. I will hold any information you share with me in the strictest confidence unless you give me permission to do otherwise. If you have not contacted the Office of Disability Services and need accommodations (i.e. note taking assistance, extended time for tests, etc.), I will be happy to refer you. Documentation of disability is required.

HONOR CODE: All students must adhere to the UMW Honor Code at all times. The Honor Code can be accessed on the UMW Website. All assignments submitted must have the following signed and dated pledge: “I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work.”

IMPORTANT DATES: See key dates as listed in the 2011-2012 Online Academic Catalog.

INCLEMENT WEATHER: In case of weather emergencies please contact 540-654-2424 AND go to Canvas for instructions.


Throughout the course, the instructor may assign other readings such as news articles, journal articles, etc. It is the student’s responsibility to read all assigned material.

COURSE DESCRIPTION: This course introduces the student to key financial and managerial accounting concepts. Financial accounting topics include Generally Accepted Accounting Principles (GAAP); elements of financial statements, including public disclosures of notes to financial statements; financial ratios and analysis. Managerial accounting concepts focus on cost behavior, operating leverage, profitability analysis, cost accumulation and allocation, budgeting, performance evaluation and planning for capital investments, including time value of money concepts.
COURSE OUTCOMES: Upon successful completion of this course, students will be able to:

- Articulate the history and regulatory environment of accounting.
- Understand the accounting cycle and how economic events are recorded.
- Articulate the effects of transactions using the accounting equation and financial statements model.
- Recognize the qualitative characteristics of accounting.
- Comprehend the difference between accrual accounting and cash accounting.
- Understand the objective and purpose of the four principal financial statements and related footnotes.
- Use financial ratio data to interpret a company’s basic financial statements.
- Explain the differences between financial and managerial accounting.
- Analyze accounting information, interpret it, and apply the knowledge gained to a business decision.
- Have a general understanding of International Financial Reporting Standards (IFRS).
- Apply an ethics framework to the accounting topics covered in this course.

COURSE STRUCTURE AND GRADING: Course requirements and related grading is based on a weighted system taking into account the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Project – 10K Financial Analysis</td>
<td>30%</td>
</tr>
<tr>
<td>Class Participation/Discussion</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Final</td>
<td>35%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Unless otherwise required, all assignments, whether written documents or accounting problems, must be submitted via Canvas using the Assignments feature.

When a deadline is given for submitting an assignment, the completed assignment must be posted on Canvas at or before the stated deadline. *Instructors are under no obligation to accept late submissions of assignments or to give partial credit for late assignments.* Late assignments may not be accepted unless extraordinary circumstances prevent their timely completion.

**Group Project:** Students enrolled in this course will complete a 10K Financial Analysis Group Project. Additional information will be discussed by the instructor in Class 1 and will be available in Canvas. There is a written portion and an oral presentation portion. The group project should be treated as deadlines for projects at your company.

The groups can be self-selected however, the size and # of groups will be determined by the enrollment in the class; it is anticipated that groups will be comprised of 3-5 students. Group Pages will be made available to facilitate the exchange of data/information gathered in support of the group project. The Group Pages will be monitored by the instructor for weekly progress and individual student participation in the group project.

Content will not override poor punctuation, grammar or spelling and will be taken into consideration in grading. Excellence in written communication is just as vital in today's professional world as is excellence in oral communication. The written portion of the Group Project should adhere to the guidelines established in the *Publication Manual of the American Psychological Association (6th edition).* The written portion of the group project must be prepared using word-processing software (Microsoft Word is preferred but other compatible software is acceptable). A title page, table of contents and the reference/ bibliography as well as any
attachments are not considered to be the main body of the written requirement. Students may submit Word, Excel and Powerpoint files using version 2003 or 2007.

**Quizzes:** There will be graded quizzes; quizzes will be based on the required reading and homework assignments.

**Final Exam:** A final exam will focus on topics covered in the remainder of the course, but will include relevant and related material covered on the midterm exam. As noted previously, accounting is a cumulative process and subject matter builds on previous material learned.

**Homework:** Homework can be completed in a variety of ways: using CONNECT, using Excel templates (when available) or using “pencil and paper” (the old fashioned way). Quizzes and Exams will be based on concepts covered by the homework. Students are highly encouraged to complete the homework in a timely manner so that they can be prepared for class on a weekly basis.

**Class Participation:** As stated in the Online 2012-2013 Academic Catalog, “class attendance is a primary responsibility of students, and regular and punctual class attendance is expected.” Students missing a class for any reason are responsible and accountable for the work (including homework) covered in the class. Students are expected to participate in class discussions and must be accordingly prepared to address/discuss any questions or issues related to the assigned reading that may be raised by the instructor or classmates. *If you do not attend class, participation points will not be earned.*

**GRADING SCALE:**

- 95-100       A
- 90-94        A-
- 86-89        B+
- 83-85        B
- 80-82        B-
- 76-79        C+
- 73-75        C
- Below 73     F
INCOMPLETE GRADES: As listed in the 2012—2013 Online Academic Catalog: “incomplete grades are issued on a case-by-case basis when a student cannot complete the assigned work and/or final examination for a particular course due to unforeseen personal circumstances (e.g., illness or family catastrophe). A grade of "I" is issued in lieu of an actual grade for the course.” To secure permission for an incomplete grade, the student and instructing faculty file an Incomplete Grade Contract which clearly states the reason for the incomplete, the work to be completed, and the due date of the work to complete the course. The Incomplete Grade Contract must be approved by the appropriate Lead Faculty and filed in the Office of the Registrar. A grade of "F" will automatically be applied to the course after the completion deadline has passed if the faculty member submits no other grade. Students must drop any course for which the incomplete course is a prerequisite. Students have until the end of the semester to complete the course.

COMMUNICATING WITH THE INSTRUCTOR: Please follow the guidelines below when contacting the instructor.

Telephone: I can be reached on my personal cell phone 540-207-9182 or my office direct dial 540-286-8073. For any voice messages, please leave a number and time during which you can be reached. I will acknowledge your call either through email or a return phone call no later than two business days.

E-mail: Please use the instructor’s UMW email address (ggomez@umw.edu) only and allow two business days for a reply before sending a follow-up email. When sending any email, please be sure to insert in the Subject Line the course # (i.e. ACCT 501) followed by the topic of the email.

OFFICE HOURS: The instructor is available by appointment as well as through office hours as noted on page 1 of this Syllabus.

COURSE SCHEDULE: Below is a roadmap for the course and the reading that each student is expected to have completed prior to attending class as well as the schedule for quizzes, exam and the financial analysis project.
<table>
<thead>
<tr>
<th>Date</th>
<th>Class</th>
<th>#</th>
<th>Required Reading</th>
<th>Quiz/Exam/Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-Aug</td>
<td>Week</td>
<td>1</td>
<td>Chapters 1 (Recap)</td>
<td></td>
</tr>
<tr>
<td>3-Sep</td>
<td></td>
<td>2</td>
<td>Chapters 5 and 6</td>
<td></td>
</tr>
<tr>
<td>10-Sep</td>
<td></td>
<td>3</td>
<td>Chapters 7 and 8</td>
<td>Quiz 1 – Ch. 1, 13, 5 &amp; 6</td>
</tr>
<tr>
<td>17-Sep</td>
<td></td>
<td>4</td>
<td>Chapters 9 and 10</td>
<td></td>
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<tr>
<td>24-Sep</td>
<td></td>
<td>5</td>
<td>Chapters 11 and 12</td>
<td></td>
</tr>
<tr>
<td>1-Oct</td>
<td></td>
<td>6</td>
<td>None</td>
<td>Quiz 2 – Ch. 7 - 12</td>
</tr>
<tr>
<td>8-Oct</td>
<td></td>
<td>7</td>
<td>Chapter 13 (Recap)</td>
<td></td>
</tr>
<tr>
<td>15-Oct</td>
<td></td>
<td>8</td>
<td>None</td>
<td>Financial Analysis</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>Written Portion Due and Oral Presentation</td>
</tr>
<tr>
<td>22-Oct</td>
<td></td>
<td>9</td>
<td>Chapter 15 and 16</td>
<td></td>
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<tr>
<td>29-Oct</td>
<td></td>
<td>10</td>
<td>Chapter 17 and 18</td>
<td></td>
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<tr>
<td>5-Nov</td>
<td></td>
<td>11</td>
<td>Chapter 19 and 20</td>
<td>Quiz 3</td>
</tr>
<tr>
<td>12-Nov</td>
<td></td>
<td>12</td>
<td>Chapter 21 and 22</td>
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<tr>
<td>19-Nov</td>
<td></td>
<td>13</td>
<td>Chapter 23 and 24</td>
<td>Quiz 4</td>
</tr>
<tr>
<td>26-Nov</td>
<td></td>
<td>14</td>
<td>None</td>
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<tr>
<td>3-Dec</td>
<td></td>
<td>15</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>10-Dec</td>
<td></td>
<td>16</td>
<td>None</td>
<td>Exam</td>
</tr>
</tbody>
</table>