**Mission Statement:** The mission of Ottawa University is to provide the highest quality liberal arts and professional education in a caring, Christ-centered community of grace which integrates faith, learning and life. The University serves students of traditional age, adult learners and organizations through undergraduate and graduate programs.

**Prerequisite Advisory:** Please be advised that you (the student) are responsible to have completed all course prerequisites necessary for this course prior to participating in the course. Not completing required prerequisites may negatively impact your ability to successfully complete this course.

**Ottawa Student Email:** Ottawa e-mail is the official account to be used for e-mail communication. It is the responsibility of the student to check his or her e-mail account on a regular basis for the duration of the course. Failure to read one’s email will not be a valid excuse for lacking information communicated via e-mail. In addition, any campus emergencies will be announced via the Ottawa email system. If you are encountering difficulties with your e-mail, please contact the Helpdesk at 855-268-4357 from 8 a.m. to midnight Central Time.

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>ACC 20364</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Accounting for Business Operations</td>
</tr>
<tr>
<td>Credit Hours:</td>
<td>4</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>N/A</td>
</tr>
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</table>

**Textbook:** McGraw-Hill Connect version of:


This requires an access code. *This is not a hardcopy text.* If you do not yet have an access code, you can purchase one via the E-book link on the menu in Blackboard. This access code is valid for this course and ACC-20464 as long as you take ACC-20464 within 180 days of purchase of the code.

*This is not the same as an e-book that you may purchase from another source.*

**Additional Resources:** Additional Resources area in Blackboard
- Calculator
- Online Learning Center—Student [companion website for text]

**Bibliography:** N/A
Course Description:
Introduces operating activities of business. Emphasis on using income statements to plan and evaluate operations of a for-profit entity.

Course Objectives:
Upon successful completion of this course, students will be able to:

1. Describe the purpose of accounting and the uses of accounting information.
2. Discuss the usefulness of accounting information to decision-makers, both internal and external to a business entity, focusing on short-term decisions.
3. Define the business operating cycle, including the decision-making and planning processes that occur on a short-term basis.
4. Demonstrate a working knowledge of principles and concepts underlying both financial accounting and managerial accounting.
5. Analyze operating business events and transactions, determine their relevance, and assess how they must be recorded and reported.
6. Complete the accounting cycle, through preparation of financial statements and closing.

Assessment of Your Learning:
You will have several opportunities to demonstrate your knowledge and understanding of the principles taught in this course. The primary means of evaluating your work will be through practical application of the material. In the event that you have difficulty completing any of the assignments for this course, please contact me immediately. Please refer to the weekly units on the menu in Blackboard for complete details regarding the activities and assignments for this course. The following is merely a summary.

Coursework for accelerated courses requires 12-15 hours of independent work each week. Some students may complete coursework in fewer hours and some students may require additional hours beyond the estimate. Careful consideration should be given to this estimate when planning your personal schedule.

Blackboard:
When a Blackboard shell is available for this course, you are expected to participate in the additional activities, resources and discussions as directed by your instructor. Blackboard engagement will be approximately one to one-and-one-half hours per week.

This course utilizes McGraw-Hill Connect for weekly homework assignments. The first time you click on any of the McGraw-Hill Connect links, you will be prompted to either enter an access code or purchase direct access. All assignments for this course, with the exception of the final exam, will be completed in the McGraw-Hill Connect interface. The e-text for this course is also accessed through the McGraw-Hill Connect link on the Blackboard course menu.

Additional Information: None

Copyright: This material is protected by copyright and cannot be reused without permission.
Disclaimer: Course content and schedule may vary from this outline to meet the needs of a particular group of students. The instructor will explain the rationale for any variance as it occurs.

Grading /Evaluation:

Course grades will be based upon the following allocation:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-class discussion/participation</td>
<td>160</td>
<td>23%</td>
</tr>
<tr>
<td>Weeks 1-8 Homework</td>
<td>320</td>
<td>46%</td>
</tr>
<tr>
<td>Weeks 1-6 - Serial Problems (6)</td>
<td>60</td>
<td>9%</td>
</tr>
<tr>
<td>Week 7 General Ledger</td>
<td>10</td>
<td>1%</td>
</tr>
<tr>
<td>Week 8 Final Exam</td>
<td>150</td>
<td>21%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>700</strong></td>
<td><strong>100%</strong></td>
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Grading scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
<td>630 - 700</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89%</td>
<td>560 - 629</td>
</tr>
<tr>
<td>C</td>
<td>70 to 79%</td>
<td>490 - 559</td>
</tr>
<tr>
<td>D</td>
<td>60 to 69%</td>
<td>420 - 489</td>
</tr>
<tr>
<td>F</td>
<td>0 to 59%</td>
<td>≤ 419</td>
</tr>
</tbody>
</table>

Online Grade Book: Professors may use the Blackboard online grade book (TBA)

Submissions: Professor may advise student on submission of coursework online (TBA)
## Course Outline:

### Assignments by Week

Each week problems will be assigned for collection. You should attempt to complete the assignment for collection by the following week.

### McGraw-Hill Connect

Each week you will be assigned homework problems from the chapters covered in class. The homework assignments must be completed through the McGraw-Hill Connect platform.

### Saving Work

It is recommended that you save all of your work from this course on your own computer or flash drive. The capstone course you take at the end of your program may require you to have access to this work for culminating assignments and/or reflections.

### Week 1

<table>
<thead>
<tr>
<th>Topic</th>
<th>Accounting in Business</th>
</tr>
</thead>
</table>
| Assignments      | Read Chapter 1 & Appendix 1B  
|                  | Chapter 1 Homework Problems/Exercises (McGraw-Hill Connect) – P1-2A, P1-7A, P1-13A  
|                  | Chapter 1 Serial Problem (McGraw-Hill Connect) – SP1 |
| Additional Info  | None                   |

### Week 2

<table>
<thead>
<tr>
<th>Topic</th>
<th>Accounting for Business Transactions</th>
</tr>
</thead>
</table>
| Assignments      | Read Chapter 2  
|                  | Chapter 2 Homework Problems/Exercises (McGraw-Hill Connect) – E2-4, E2-6, E2-9, E2-10, E2-16, E2-17, E2-18, E2-20  
|                  | Chapter 2 Serial Problem (McGraw-Hill Connect) – SP2 |
| Additional Info  | None                   |
## Week 3

**Topic**  
Adjusting Accounts for Financial Statements

**Assignments**  
Read Chapter 3  
Chapter 3 Homework Problems/Exercises (McGraw-Hill Connect) – E3-3, E3-5, E3-7, E3-9  
Chapter 3 Serial Problem (McGraw-Hill Connect) – SP3

**Additional Info**  
None

## Week 4

**Topic**  
Accounting for Merchandising Operations/Inventories and Cost of Sales

**Assignments**  
Read Chapters 4 & 5  
Chapters 4 & 5 Homework Problems/Exercises (McGraw-Hill Connect) – E4-1, E4-5, E4-6, E4-9, E4-11, E5-2, E5-7, E5-8  
Chapter 4 Serial Problem (McGraw-Hill Connect) – SP4

**Additional Info**  
None

## Week 5

**Topic**  
Managerial Accounting Concepts and Principles/ Cost Behavior and Cost-Volume-Profit Analysis

**Assignments**  
Read Chapter 14  
Chapter 14 Homework Problems/Exercises (McGraw-Hill Connect) – P14-1A, P14-2A, P14-3A  
Chapter 14 Serial Problem (McGraw-Hill Connect) – SP14

**Additional Info**  
None

## Week 6

**Topic**  
Cash and Internal Controls/Accounting for Receivables

**Assignments**  
Read Chapters 6 & 7  
Chapters 6 & 7 Homework Problems/Exercises (McGraw-Hill Connect) – P6-5A, P7-2A, P7-3A, P7-4A  
Chapters 6 & 7 Serial Problems (McGraw-Hill Connect) – SP6, SP7

**Additional Info**  
None
### Week 7

**Topic**  
Accounting for Current Liabilities

**Assignments**  
Read Chapter 9  
Chapter 9 Homework Problems/Exercises (McGraw-Hill Connect) – E9-13, P9-1A, P9-4A  
Chapter 9 General Ledger Problem (McGraw-Hill Connect) – GL 9-1

**Additional Info**  
Final Exam – Week 8

### Week 8

**Topic**  
Cost Behavior and Cost-Volume-Profit Analysis

**Assignments**  
Read Chapter 18  

**Additional Info**  
None

### Final Examination:

The Final Exam is provided as a Word document in Week 8. This exam consists of six questions, worth 25 points each. You will be graded on the accuracy of your responses as well as your work.