**PPD 516: FINANCIAL ACCOUNTING**

**FOR HEALTH CARE ORGANIZATIONS**

**Fall 2018, VPD 116, 4 Units**

**Adjunct Associate Professor:** Lannie Tonnu, MBA, CPA, CGMA

**Office Hours:** Friday 8:30-10am, by appointment only.

**Email:** dtonnu@usc.edu

**Cell**: (323) 314-3876

# Class Dates & Times

# TUESDAYS, August 21- December 11, 6pm-9:20pm, VPD 116

# Course Description

This course is an introduction to Accounting with an emphasis on the health care sector. The course will expose you to basic accounting concepts and procedures, accounting systems and financial statements. This course is designed for non-accounting administrative / management personnel.

**Required Text and Supplemental material**

* *Accounting Principles (13th Edition, Weygandt, Kimmel, and Kieso, Wiley )* ***Ebook from Wiley.com*** *ISBN: 978-1-119-41101-7*
* Supplemental Reading: *HFMA’s Introduction to Hospital Accounting*, Fifth Edition by Michael Nowicki ISBN-13: 978-1-56793-254-6
* Calculator
* Excel will be used throughout the course for homework and exams

# Learning Objectives

Upon completing this course, the student will

* have a basic understanding of the various accounting systems, and the financial accounting theories with emphasis on health care matters
* understand and communicate basic financial accounting terms,
* analyze financial statements and performance.

# Academic Conduct

# Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Section 11, Behavior Violating University Standards [https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/.](https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/.%20) Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, [http://policy.usc.edu/scientific-misconduct/.](http://policy.usc.edu/scientific-misconduct/)

**Support Systems:**

*Student Health Counseling Services - (213) 740-7711 – 24/7 on call*

[engemannshc.usc.edu/counseling](https://engemannshc.usc.edu/counseling/)

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

*National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call*

[suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org/)

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

*Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-4900 – 24/7 on call*

[engemannshc.usc.edu/rsvp](https://engemannshc.usc.edu/rsvp/)

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

*Office of Equity and Diversity (OED) | Title IX - (213) 740-5086*

[equity.usc.edu](https://equity.usc.edu/), [titleix.usc.edu](http://titleix.usc.edu)

Information about how to get help or help a survivor of harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following protected characteristics: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations.

*Bias Assessment Response and Support - (213) 740-2421*

[studentaffairs.usc.edu/bias-assessment-response-support](https://studentaffairs.usc.edu/bias-assessment-response-support/)

Avenue to report incidents of bias, hate crimes, and microaggressions for appropriate investigation and response.

*The Office of Disability Services and Programs - (213) 740-0776*

[dsp.usc.edu](http://dsp.usc.edu/)

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

*USC Support and Advocacy - (213) 821-4710*

[studentaffairs.usc.edu/ssa](https://studentaffairs.usc.edu/ssa/)

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

*Diversity at USC - (213) 740-2101*

[diversity.usc.edu](https://diversity.usc.edu/)

Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

*USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call*

[dps.usc.edu](http://dps.usc.edu/), [emergency.usc.edu](http://emergency.usc.edu/)

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

*USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call*

[dps.usc.edu](http://dps.usc.edu/)

Non-emergency assistance or information

**PPD 516 Course Competency Outline**

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| **Competency** | **Blooms Taxonomy Level** | **Date(s)** | **Method** | | **Assessment** |
| **Domain 2: Critical Thinking and Analysis** | | | | | |
| **2.1** Demonstrate the ability to understand a situation, issue or problem by breaking it into smaller pieces and tracing its implications in a step-by-step manner | Understanding | Every Class | | Lecture  Homework | Class participation  Exams |
| **2.3** Demonstrate the ability to consider the business, demographic, ethno-cultural, political, and regulatory implications of decisions, and to develop strategies that improve the long-term success and viability of the organization | Understanding | Every Class | | Lecture  Class Discussion | Class participation  Exams |
| **Domain 3: Business and Management Knowledge** | | | | | |
| **3.1** Understand and explain financial and accounting information, and understand and apply financial methods to set goals and measure organizational performance. | Understanding | Every Class | | Lecture  Homework  Class Discussion | Class participation  Exams |
| **3.3** Understands the formal and informal decision-making structures in health care | Understanding | Every  Class | | Lecture  Homework  Class Discussion | Class participation  Exams |
| **Domain 5: Communication** | | | | | |
| **5.1**Demonstrate the ability to facilitate a group, and to prepare and present cogent business presentations | Applying | Every  Class | | Lecture  Homework  Class Discussion | Class participation  Exams |
| **5.2**Demonstrate the ability to persuade others to support a point of view, position, or recommendation, while assessing and responding to the feelings and concerns of others | Applying | Every  Class | | Lecture  Homework  Class Discussion | Class participation  Exams |
| **Domain 6: Leadership** | | | | | |
| **6.1** Demonstrates leadership characteristics including speaking and acting as an ethical professional and accepting accountability for the impact of decisions on others | Applying | Every  Class | | Lecture  Homework  Class Discussion | Class participation  Exams |
| **6.2**Demonstrate the ability to work as a team member and to support and value diverse opinions and perspectives | Applying | Every  Class | | Lecture  Homework  Class Discussion | Class participation  Exams |
| **6.3**Understand how to establish an organizational vision for an organization | Understanding | Every  Class | | Lecture  Homework  Class Discussion | Class participation  Exams |

# Course Requirements and Final Grade Determination

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| **ASSIGNMENT** | **Due Date** | **% of Grade** |
| Class Preparation and Participation | Weekly | 10% |
| Homework Assignments | Weekly | 20% |
| Midterm | October 9 | 25% |
| Final Exam | December 11 | 25% |
| Accounting case | December 11 | 20% |
| **Total** |  | **100%** |

**Class Preparation and Participation:** Class discussions by all students contribute to the overall learning experience. The quality of these discussions is based upon each student’s preparation prior to class and active engagement in the exchange of thoughts, concepts and ideas. Each student is expected to have completed all readings and assignments prior to each scheduled class. Full class attendance is expected.

**Homework Assignment:** Assignments are given in order to support the applicable concepts covered in text. These will primarily consist of assigned questions and problems from the end of each chapter in the text. Students are required to follow the format used in the textbook for journalizing, preparing T-¬accounts, trial balance, balance sheet, and income statement. Assignments need to be posted in Blackboard on or before 6 pm on the due date, which is the class following the lecture. On the average, it takes about 2-4 hours to complete the weekly homework assignment. Homework problems are the foundation of this class. Students should plan their time appropriately so that they have enough time to complete the homework problems before the class.

**Mid-term Exam:** A mid-term exam will cover readings, class lectures, homework assignments and problems through the first half of the semester.

**Final Exam:** An in-class closed-book final examination will be given on December 11, covering the second half of the semester.

**Accounting case:**  To facilitate integrating the concepts and tools you learn from this course, you will be assigned a case study at the end of the semester. You can work in a team of no more than 4 students per group. One paper is to be submitted for each team, on behalf of all the members. The final work product should be well organized and professional, as if you were to present it to a corporate board or finance committee, or to the executive management team. The paper is due on the day of the final examination.

**USC Grading Policy**

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| **Grade** | **Criteria** |
| **A** | Work of excellent quality |
| **B** | Work of good quality |
| **C** | Minimum passing for graduate credit |
| **D** | Failed in courses for graduate credit |
| **E** | Failed |

**PPD 516 Course Outline**

**Note: “Reading” refers to Weygandt’s financial accounting book and “supplemental reading” refers to Nowicki’s introduction to hospital accounting book**

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| **Date** | **Topic** |
| **Tuesday, Aug 21** | 1. Introductions 2. Review the syllabus and expectations 3. Overview of the course; Objectives of financial reporting; Accounting as an information system; 4. Overview of financial accounting - Equation and impact of business transactions on the accounting equation. Describe the four financial statements and how they are prepared.   **Reading:**  Chapter 1 – Accounting in Action  **Supplemental Reading:**  Chapter 1  **Homework Assignment:** Q 1-13, Q1-15, E1-5,E 1-12, E1-13, P1-2A (due 8/28) |
| **Tuesday, Aug 28** | **A.** The accounting equation; the Balance Sheet. Recording and analyzing transactions; accounts, journal entries; the general ledger T-accounts; posting; trial balance.  **Reading:** Chapter 2:Recording Entries  **Homework Assignment:** E2-6, E2-13, P2-2A, P 2-5A (due 9/4) |
| **Tuesday, Sept 4** | **A.** The accounting cycle; the accrual concept and measurement; Financial Statements; Adjusting entries; Closing entries,  **Reading:** Chapter 3: Adjusting Entries  **Homework Assignment:** E3-8, E3-9 E3-17, P3-2A (due 9/11) |
| **Tuesday, Sept 11** | **A.** Review Financial Accounting and the accounting cycle. Closing the books, preparing financial statements  **Reading:** Chapter 4: Completing the accounting cycle  **Homework Assignment:** E 4-13, E4-15, E4-16, P4-2A (due 9/18) |
| **Tuesday, Sept 18** | 1. Basic concept of accounting information system. Subsidiary ledger. Special journal. Cyber security   **Reading:** Chapter 7: Accounting Information System.  **Homework Assignment** BE7-2, E7-5, E7-10, P7-2A (due 9/25) |
| **Tuesday, Sep 25** | **A:** Internal control principles for cash and bank accounts.  **Reading:** Chapter 8: Fraud, Internal Control and Cash  **Homework Assignment:** E8-2, E8-5, E8-12, P8-5A (due 10/2) |
| **Tuesday, Oct 2** | 1. Recognize how companies value and record accounts receivables   **Reading:** Reading: Chapter 9: Accounting for Receivables  **Supplemental Reading:** Chapter 7 pp 129-137, Chapter 12  **Homework Assignment:** E9-4, E9-13, E9-14, P9-1A  **Supplemental book:** Q 7.10, Q 7.11, E7.3  Revenue Cycle homework (due 10/9) |
| **Tuesday, Oct 9** | **Midterm Exam (chapters 1-4, 7-8)** |
| **Tuesday, Oct 16** | 1. Accounting for fixed assets, computing depreciation expenses, and accounting for disposals   **Reading:** Chapter 10: Plant Assets, Natural Resources, and Intangible Assets  **Homework Assignment:** E10-2, E10-10, P 0-4A, P10-5A, P10-6A (due 10/23) |
| **Tuesday, Oct 23** | **A.** Understand how to account for and record current liabilities and payroll  **Reading:** Chapter 11: Current liabilities and payroll accounting  **Homework Assignment:** E11-6, E11-8, E11-9. E11-11, P11-4A (due 10/30) |
| **Tuesday, Oct 30** | 1. Explain bond characteristics, record, analyze long term liabilities   **Reading:** Chapter 15:Long Term Liabilities  **Homework Assignment:** P15-2A, P15-7A, P15-9A (due 11/6) |
| **Tuesday, Nov 6** | 1. Describe corporations, how to account for common stock, dividends, and prepare stock holders equity section 2. Describe net asset classifications for not-for-profit entities     **Reading:** Chapter 13**:** Corporations, Organization and Stock Transactions  Chapter 14**:** Corporations: Dividends, retained earnings and income  Reporting  **Supplemental Reading:** Chapter 15  **Homework Assignment:** BE13-1, P13-2A, E-14-2, P 14-2  **Supplemental book:** Q15-1, Q15-3, Q15-4, Q15-4,Q15-6  Problem to be posted (due 11/ 13) |
| **Tuesday, Nov 13** | 1. Explains how to record debt and stock investments:   R**eading:** Chapter 16: Investments  **Homework Assignment:** E16-3, E16-5, P16-2A, P16-5A (due 11/20) |
| **Tuesday, Nov 20** | 1. Understand the format of the statement of cash flow, prepare and analyze high level statement of cash flow   **Reading:**  Chapter 17: Statement of Cash flow  **Homework Assignment**: BE17-2, BE17-5, BE 17-9, E17-2, E17-8, P17-1A (due 11/27) |
| **Tuesday, Nov 27** | Case Study discussion  Health Care Finances  Review for final test  **Last Class** |
| **Tuesday, Dec 4** | **No Class – Study Period** |
| **Tuesday, Dec 11** | 1. **Final Exam (Chapters 9-11, 13-17)** 2. **Case Study due** |

**Note: Financial Statements analysis, Budgets/Financial Planning, and Managerial Accounting will be covered in Finance PPD 510A**

NO FOOD OR DRINK ALLOWED IN CLASS. NO PHONE CALCULATORS OR ANY DEVICE WITH STORAGE OR COMMUNICATION CAPABILITY IS ALLOWED IN SIGHT DURING THE EXAM.

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**STUDENT JUDICIAL AFFAIRS AND**

**COMMUNITY STANDARDS**

**Appendix A: Academic Dishonesty Sanction Guidelines**

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| **Violation** | **Recommended Sanction** |
| Copying answers from other students on any course work. \*\* | F for course. |
| One person allowing another to cheat from his/her exam or assignment. | F for course. |
| Possessing or using material exam (crib sheets, notes, books, etc.) which is not expressly permitted by the instructor. | F for course. |
| Continuing to write after exam has ended. | F for course. |
| Taking exam from room and later claiming that the instructor lost it. | F for course and recommendation for further disciplinary action (possible suspension). |
| Changing answers after exam has been returned. | F for course and recommendation for further disciplinary action (possible suspension). |
| Fraudulent possession of exam prior to administration | F for course and recommendation for suspension. |
| Obtaining a copy of an exam or answer key prior to  administration | Suspension or expulsion from the university; F for course |
| Having someone else complete course work for oneself. | Suspension or expulsion from the university for both students; F for course. |
| Plagiarism – Submitting other’s work as one’s own or giving an improper citation. | F for course. |
| Submission of purchased term papers or papers done by others. | F for the course and recommendation for further disciplinary action (possible suspension). |
| Submission of the same assignment to more than one instructor, where no previous approval has been given. | F for course. |
| Unauthorized collaboration on an assignment. | F for the course for both students. |
| Falsification of information in admission applications (including supporting documentation). | Revocation of university admission without opportunity to reapply. |
| Documentary falsification (e.g., petitions and supporting materials; medical documentation). | Suspension or expulsion from the university; F for course when related to a specific course |
| Plagiarism in a graduate thesis or dissertation. | Expulsion from the university when discovered prior to graduation; revocation of degree when discovered subsequent to graduation. \*\*\* |

\* Assuming first offense

\*\* Exam, quiz, tests, assignments or other course work.

\*\*\* Applies to graduate students