Course Objectives: Administrative Controls is designed to cover the application of accounting information to decision making. This course is intended for those students that have had previous accounting coursework. This course is a combination of both financial and managerial accounting. General course objectives include.

2. Preparation of the basic financial statements.
3. Analysis and interpretation of financial statements for use as a management tool.
4. Internal reporting as a means to enhance financial results.
5. Internal Control, with an emphasis on examples of fraud.
7. To maintain an interactive class which will enhance the learning experience.

Prerequisites: You must be a BAD graduate or have satisfied the MBA foundation requirements. It is also assumed that you are able to communicate effectively in English at the college level.


Academic Policies: All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at www.umt.edu/SA/VPSA/index.cfm/page/1321. Cheating of any kind will not be tolerated in this course. All students must do their own work on examinations, quizzes and course assignments as instructed. Cheating, failure to follow instructions, and/or failure to follow course policies may result in a reduced grade or a failing grade at the professor’s option.

Grades: Your final grade will be determined by your performance on class assignments and examinations, which will be weighted per the attached schedule.
The grading scale is as follows:

A  93% through 100%
A- 90% to 92%
B+ 87% to 89%
B  83% to 86%
B- 80% to 82%
C+ 77% to 79%
C   73% to 76%
C- 70% to 72%
D   Below 70%

The instructor reserves the right to change this grading scale.

Please carefully review the attached for detailed break down of the points in the class.

Note homework points will be based on effort not the accuracy of the material submitted. **Homework will not be accepted late, however it can be emailed to the instructor prior to the due date.**

**Preparation:** Many students find this to be a rigorous course that demands a significant amount of study time outside of class. Initially you should plan on spending approximately six hours per week reading and studying the text and completing homework problems. This time may need to be increased if you are having difficulty. Note that the concepts build throughout the course and it is important to gain a good foundation early in the semester. Regular attendance and class participation, even though not a formal part of the grade, are usually very important elements of success.

Exam /Quizzes: You must be present for the exam as scheduled. You may not leave the exam room during an exam, and you may not use PDAs, cell phones, dictionaries, or any other devices without prior approval of the instructor. A calculator is required, an example would be a suitable TI business calculator. A make up exam will not be given without prior approval from the instructor.

Quizzes are **NOT** open book, you will have limited time to take these an return to me via email.

**Disability Accommodations:** If you have a documented disability for which you are requesting accommodations please see the instructor during the first week of class.

**School of Business Administration Mission Statement**
The University of Montana’s School of Business Administration is a collegial learning community dedicated to the teaching, exploration, and application of the knowledge and skills necessary to succeed in a competitive marketplace.

**Master of Business Administration Mission Statement**
Serving our region by educating ethical leaders who are effective in managing organizations in the global environment.
Master of Business Administration Assessment and Assurance of Learning
As part of our assessment process and assurance-of-learning standards, the MBA program has adopted six learning goals for our students. These are as follows:
SOBA MBA graduates will demonstrate…

- integrated knowledge and understanding of various business functions.
- strong communication skills supportive of their leadership abilities.
- integrity and ethical behavior in individual and collective work.
- analytical and critical thinking in decision making.
- an understanding of emerging trends in information technology and the interplay between information technology and organizational strategy.
- an understanding of the implications of the global business environment.