Admission Essay & Spreadsheet Directions
Applicants to the MS in Accounting (MSA) Program must complete the following two exercises. Your first exercise, an essay, should be well thought-out, written clearly and concisely in essay format, and be approximately 500 words in length. You will be evaluated on your ability to think critically, express yourself clearly (English composition skills), and follow instructions. The second question requires the submission of an accurate excel worksheet according to the below directions.

Exercise #1: Essay (approximately 500 words)
Place your full name in the header at the top left of the page.

Below is the Regis University Master in Accounting (MSA) program policy on academic integrity. It provides a general description of expectations for students taking tests and writing papers. Understanding the definition and implications of plagiarism are key elements of the policy.

Regis University is committed to intellectual integrity in its academic pursuits. Sanctions may, therefore, be imposed by the programs of the University for cheating (defined as using inappropriate sources of information on a test); or plagiarism (defined as presenting as one’s own, the ideas, words or products of another). Such sanctions may include a failing grade on the assignment, failure of the course, or expulsion of the student from the course or the department. The penalty is decided on by the program and imposed by the program after consideration of the evidence and the severity of the infraction.

Academic dishonesty also includes forgery and unauthorized alteration or misuse of one’s own or another student’s academic records. It further includes knowingly furnishing false information when seeking admission to Regis University. Students involved in such dishonest activity may be denied admission to the program, expelled from the University, receive "F" grade for those courses in which academic record integrity was violated, lose academic scholarship awards for the next academic year, or receive other sanctions as deemed appropriate.

Define plagiarism in your own words. What do you think plagiarism means? Illustrate your discussion with hypothetical examples. Why is plagiarism a serious problem? What is your opinion of the impact of the Internet and all its resources on academic integrity? How can plagiarism be avoided? One definition of plagiarism is that it is "theft of intellectual property." Do you agree with this assessment? Why or why not? What suggestions would you offer to eliminate both inadvertent and deliberate plagiarism?

In developing your essay, be sure to explain your thinking.

Exercise #2: Excel spreadsheet
Description:
You are the owner of a family practice which also sells fitness equipment and wish to convert the payroll account to an Excel worksheet, which will automatically calculate gross pay, taxes, healthcare costs, commissions, and net pay for your five employees.

Directions:

- Build a worksheet to calculate the payroll for any week: For each employee, the worksheet should calculate gross pay, taxes, commission, healthcare, and net pay. All employees work at least twenty hours per week, with wages ranging from $22.50 to $34.00 per hour. Employees who work more than thirty hours per week earn overtime pay, calculated at one and one-half times the employee's hourly rate. Employees also receive a three percent commission for fitness equipment sales greater than $100.
  - Enter a descriptive worksheet title, column titles, and row labels
  - Enter employee names and data required to calculate the items noted below
  - Write formulas and functions to complete the items noted below
- Given the following guidelines, enter data into the worksheet.
  - There are five employees, each of whom worked at least 20 hours
  - Three of the five employees worked more than 30 hours, with none exceeding 34 hours
  - Two of the five employees are eligible for 3% commission based on fitness equipment sales
- Write and copy formulas and functions to show:
  - For each employee:
    - Gross pay
    - Taxes deducted (26% flat rate) show the tax rate in a cell which is held absolute when calculating taxes deducted from gross pay
    - Healthcare deduction (12% of gross pay)
    - Commission (3% if fitness equipment sales exceed $100)
    - Net pay
  - Column totals: gross pay, taxes deducted, healthcare deducted, commission, net pay
  - Average: hours worked, gross pay, taxes, healthcare, commission, net pay
- Format the spreadsheet, using features which you feel will enhance its overall appearance
- Include footer in your printout with the following information:
  - your name: left side
  - worksheet name: center
  - date: right side
- Save the worksheet in landscape mode.
- Rename a duplicate copy of your worksheet (remember to add a footer with your name, worksheet name, and date in the duplicate copy). Using the duplicate copy of the worksheet, select the Display Formulas option, adjust the width of the columns as needed, and save the worksheet in Landscape mode.

Submit

- Worksheet with footer (landscape mode)