



Management and Organizational Studies 2227A – 530

Introduction to Financial Accounting

Fall, 2019

Course Day and Time: Tuesday/Thursday 8:30-10:00 AM
Course Location: UH-27

CONTACT INFORMATION

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Office hours for students: Wednesday 11:30-1:30.
Location for office hours: Room 302 St. James Building

COURSE DESCRIPTION

This course is an integrated introduction to accounting principles and practices. It is designed to help students begin to understand accounting information, along with its uses and limitations. This course is to provide students with an integrated framework for preparing, analyzing and interpreting the financial statements.

Antirequisite(s): [Business Administration 2257](#).

Prerequisite(s): 5.0 courses at University level, and enrollment in second year BMOS program.

Extra Information: 3 lecture hours. Note: Students interested in pursuing an HBA Degree at the Richard Ivey School of Business should not take this course in second year as Ivey does not recognize this course as part of the HBA degree. Instead, students should take [Business Administration 2257](#) as required by Ivey.

Course Weight: **0.50**

REQUIRED MATERIALS

- 1) *Financial Accounting Tools for Business Decision-Making*, 7th Canadian Edition; Kimmel, Weygandt, Kieso, Trenholm, Irvine & Burnley, Wiley, 2017

Option 1 - Recommended: Financial Accounting: Tools for Business Decision-Making, 7th Canadian Edition WileyPLUS Next Gen Card with Loose-Leaf Print Companion Set. ISBN: 978-1-119-49287-0

Option 2 - Access to E-book and WileyPLUS: WileyPLUS NextGen Stand Alone. ISBN: 978-978-1-119-49290-0

Used textbooks are NOT recommended, however it is also possible to use a used textbook and to obtain access to WileyPLUS for this course. Please let me know if you need information about this option.

- 2) CPA Canada Handbook: online access is available on campus through the following link: <https://edu-knotia-ca.proxy1.lib.uwo.ca/>

RECOMMENDED CALCULATOR

Texas Instruments BAII Plus is recommended.

LEARNING OUTCOMES

1. Identify the users of financial statements and understand their varying needs.
2. Develop a sound understanding of the accounting information system and the accounting cycle in order to be able to analyze the effect of various transactions on a business.
3. Explain the accrual basis of accounting and understand the need for adjusting entries at year end.
4. Demonstrate an understanding of the accounting needs of service and merchandising companies.
5. Apply the accounting rules that are relevant for the elements of financial statements such as cash, accounts receivable, inventory, fixed assets, investments, liabilities and equity.
6. Develop an understanding of key terms used by accountants and begin to develop problem solving and critical thinking skills useful in business decision-making.
7. Prepare and analyze simple financial statements including balance sheet, income statement, statement of equity and cash flow statements.

BRESCIA COMPETENCIES

Primary competencies developed in this course include:

Communication: The ability to exchange information and meaning across cultures, space, and time appropriately and correctly. This competency includes oral, written, and interpersonal communication, and the ability to use current or innovative media. [Level 1-2]

Critical Thinking: The ability to engage in thinking characterized by the rational, informed, independent, and open-minded exploration of issues, ideas, and events before accepting or formulating a conclusion. [Level 2]

Problem Solving: The ability to create and execute a strategy to answer a question or achieve a goal. Includes being able to anticipate the consequence of a potential

solution, select a strategy among several alternatives, and decide when an acceptable outcome has been reached. [Level 2]

Self Awareness and Development: The ability to draw meaning, knowledge and value from honest and fair reflection and self-evaluation. Students are able to recognize their emotions and patterns of thinking, their impact on others, and make a commitment to personal growth. [Level 2]

TEACHING METHODOLOGY AND EXPECTATIONS OF STUDENTS

What to do before each class:

- Students are expected to read the assigned chapter of the book before the first class of the week.
- As you are reading the chapter, please complete the “Do-It” problems that are a part of the chapter material and check your answer at the end of the chapter. Show any corrections in a different color of ink if you did it by hand (recommended) or type if you did the problem on the computer. The instructor will check that the “Do-It” problems have been completed, and this will be a component of your participation mark.
- As well, students are expected to complete a self-assessment plus at least 20 adaptive questions on WileyPLUS before we begin the lecture for each chapter. This will be a component of your WileyPLUS mark.

What is expected during each class:

- The instructor will provide brief lectures on each topic covered in the chapter materials.
- Students will be provided with a set of PowerPoint slides prior to the start of class to use to follow the lecture and make notes, but this set will not be complete. A complete version will be provided after class.
- Throughout the class time, the instructor will post brief questions to test comprehension of topics. Students will be given time to prepare answers to these questions, and submit them at the end of class. The results of these questions will be a component of your participation mark.
- Students are expected to contribute to class by asking questions or answering questions asked by the instructor. Please be prepared to participate actively in this class. The effort you make to contribute to class will be a component of your participation mark.
- At the best time during each week, the instructor will take time in class to discuss the Serial Case from the textbook. Students can prepare this ahead of time so they are ready to participate.

What to do after each class:

- At the end of class the instructor will post a slide indicating what work is to be completed for the next class. Please come prepared to next class, having completed this work.
- Be sure to complete the WileyPLUS Homework assignment for the week. This is a component of your WileyPLUS mark.
- Solutions for all assigned problems will be posted at the end of each week. Only select assigned problems will be taken up in class, but students are expected to complete them all and compare their answers to the posted solution.
- A full set of slides can be obtained after class for your review.
- Go back to the first bullet on this page to prepare for the next class.

Other information about this class:

- **Solutions:** This course has a NO PHOTOS policy. Students are not permitted to take pictures of work done in class by the professors. Official solutions to the assignment problems will be made available on OWL after the relevant material is covered in class.
- **Assignment and Examinations:** The assignment and the examinations will test the student's comprehension of both the technical and conceptual aspects of the course.
- **How to do well in this course:**

This is not a class for sitting back and watching. You have to be willing to do accounting in order to understand accounting. Please keep the following suggestions in mind:

- Come to every class
- Do the practice "Do It" exercises that are throughout the textbook. Do not look at the solutions first. Make mistakes! Correct your work in a different color ink and then move on.
- Do the adaptive exercises and WileyPLUS Homework assignment each week.
- Attempt the assigned problems without looking at the solution. Always check your solution with the posted solution and review areas of weakness.
- Stay up to date with the material. You cannot afford to fall behind.
- Do as many extra problems as you can find time for. The online supplemental materials provide you with lots of opportunities to practice.

Many students find this material to be very difficult. Part of the difficulty comes from the challenging subject matter, but the biggest problem will come from failing to devote enough time to practice. You must work with this material

repeatedly to develop your skills and understanding. You cannot learn by watching someone else do accounting problems. You should **PRACTICE, PRACTICE, PRACTICE.**

Copyright and Intellectual Property

PowerPoint lecture slides and notes, lists of readings, in-class activities, assignment guidelines, and other components of the course materials are typically the intellectual property of the instructor. Unauthorized reproduction through audio-recording, video-recording, photographing, sharing on social media, or posting on course-sharing websites is an infringement of copyright and is prohibited. Such action may be considered a Code of Conduct violation and lead to sanctions.

Evaluation Breakdown:

Component	Weight	Date/Time /Location	Learning Outcomes	Brescia Competencies
Midterm Exam 1	15%	Friday, Oct 4, 2019 2-4PM UH30	1-4, 6, 7	Communication Critical Thinking Problem Solving
Midterm Exam 2	20%	Friday, Nov 15, 2019 2-4PM UH 30	4 – 7	Communication Critical Thinking Problem Solving
Final Exam	35%	TBA	4 – 7	Communication Critical Thinking Problem Solving
Class Contribution	10%	Weekly	1 - 7	Communication Critical Thinking Problem Solving Self-awareness and development

Component	Weight	Date/Time /Location	Learning Outcomes	Brescia Competencies
Wiley PLUS Homework	20%	Weekly	1-7	Communication Critical Thinking Problem Solving Self-awareness and development

Evaluation Details:

- **Exams:** The examinations will test the student’s comprehension of both the technical and conceptual aspects of the course. Examinations will be comprised of a combination of multiple choice, short answer questions and problems.
- **WileyPLUS:** All students must register with WileyPLUS. To register for your course simply go to www.wileyplus.com/go/login. Click “Sign up now” to create an account. You will be asked to enter your course section ID (**A82015**) for **MOS2227A - 530 - Bigelow - F19** to find your course and complete the registration process.
If you already have a WileyPLUS account, just log in and click the yellow ‘Add more courses’ button. You will be asked to enter your course section ID (**A82015**) to find your course and complete the registration process. Students with pre-owned textbooks (not recommended) can purchase an individual registration code directly from Wiley. There are two types of homework questions posted on WileyPLUS:
 - **Adaptive practice questions:** Students are expected to complete a self-assessment plus at least 20 adaptive practice questions before the first class on every chapter. (Worth 5% of final grade – grade based on proficiency score which combines accuracy, confidence and time to determine the proficiency of a student in a particular area. Proficiency of less than 60% will receive a grade of 0 for the chapter. Proficiency between 60 and 100% will receive full grades for the chapter).
 - **Homework questions:** Students will complete these questions after the last class on a particular chapter. (Worth 15% of final grade – grade based on performance on the questions).
 - The deadline for each homework submission, along with the questions and other details will be available in WileyPLUS. The WileyPLUS homework problems are an integral part of the learning process in this course, and are intended to supplement the in-class lectures.

- Class contribution marking template (calculated weekly):

Component	Max marks available	0	1	2
Weekly "Do It" Problems	1	Not completed before first class for each chapter.	Completed	Not applicable
Weekly "Hand In" Questions	1	Not completed	Proportion of questions correct	Not applicable
Class Contribution	4 – 2 for each class during the week	Not in class or not engaged	Student is engaged with material throughout class	Student demonstrated leadership in class by helping other students

For class contribution, the two lowest weekly grades will be removed from the final calculation.

- Students are REQUIRED TO COMPLETE ALL COMPONENTS (assignment, mid-term, class contribution, WileyPLUS homework and final exam) of this course to pass the course. There are no exceptions to this. Extra assignments to improve grades will NOT be allowed. Grades will not be adjusted on the basis of need. It is important to monitor your Lecture and Examination Schedule.

Academic Accommodation

For course components worth 10% or more of the total course grade, please see the Academic Policies and Regulations section at the end of this course outline or consult the Academic Calendar.

For course components worth less than 10% of the total course grade, documentation will be required. Medical or other supporting documentation should be submitted to your Academic Advisor.

For class contribution, the two lowest grades will be removed from the final calculation. If more than two classes are missed, documentation will be required. Medical or other supporting documentation should be submitted to your Academic Advisor.

2019-20 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding [Accommodation for Illness - Undergraduate Students](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be found at http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12.

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services (http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_10).

Personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate (SMC)** signed by a licensed medical or mental health practitioner;
3. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

Requests for Academic Consideration Using the Self-Reported Absence Portal

Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

1. Students will be allowed **a maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;
4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
5. Self-report absences may **not** be used for assessments worth more than 30% of any course;

6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24** hours after the end of the period covered by the Self-Reported Absence form to clarify how they will fulfil the academic expectations they may have missed during the absence.

Request for Academic Consideration for a Medical Absence

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. An SMC can be downloaded from http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf ;
2. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

The [full policy on requesting accommodation due to illness](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12) can be viewed at:

http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12

2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis.

Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines; please refer to the [Registrar's website](http://brescia.uwo.ca/academics/registrar-services/), <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar (<http://www.westerncalendar.uwo.ca/SessionalDates.cfm?SelectedCalendar=Live&ArchiveID=>).

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

3. ABSENCES

Short Absences: If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

Extended Absences: If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work, and arrange academic accommodations if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory (http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68).

4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence at: http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

Plagiarism:

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

Computer-marked Tests/exams:

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14.

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

6. PREREQUISITES

Unless you have either the prerequisites for a course or written special permission from the Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisite(s).

7. SUPPORT

Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/>. Students can access supports through Brescia's Student Life Centre (<http://brescia.uwo.ca/life/student-life/>) and Learning Skills Services at Western (<https://www.uwo.ca/sdc/learning/>)

Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can obtain information about how to obtain help for yourself or others through **Mental Health & Wellness at Brescia** (<http://brescia.uwo.ca/life/mental-health-wellness/>) and **Health and Wellness at Western**, http://uwo.ca/health/mental_wellbeing/index.html.

Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.
