

**The University of Western Ontario**  
**DAN Management and Organizational Studies**  
**Introduction to MOS II**  
**MOS 1023a**

**FACULTY** Maria Ferraro  
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Office Hours Mondays 10:30am -12:30 am and Tuesdays 12:30 pm -1:30 pm or by appointment

**TIMETABLE**

<b><u>Section</u></b>	<b><u>Day</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
<b>001</b>	<b>Wednesdays</b>	<b>6:00 pm -9:00 pm</b>	<b>NCB 101</b>

**COURSE OBJECTIVES**

The primary objective of this course is to provide students with a broad understanding of the fields of accounting and corporate finance. The course consists of two modules: accounting and corporate finance. The accounting module introduces students to broad accounting concepts from financial and managerial accounting, provides them information about various accounting designations and explains prospective job markets. The corporate finance module discusses how financial markets work and how corporate managers use these markets to create and sustain value. Overall, this course is designed to enhance student comprehension of accounting and corporate finance by discussing fundamental principles and theories in light of evidence-based management.

**TEXTBOOK**

Custom Text  
Publisher: Wiley ISBN-1118119193

**PREREQUISITES**

Enrollment in MOS

## EVALUATION

Participation/attendance	10%
Quizzes (10@1.5% Webct)	15%
Midterm Examination (Accounting Module)	37.5%
Final Examination (Finance Module)	<u>37.5%</u>
	<u>100%</u>

DAN Management and Organizational Studies follows the University of Western Ontario grading guidelines, which are as follows

[http://www.uwo.ca/univsec/general/grades\\_undergrad.pdf](http://www.uwo.ca/univsec/general/grades_undergrad.pdf)

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

## GRADE POLICY

In order to maintain parity across sections and courses, and to ensure that uniform standards of performance are maintained within the BMOS Program, instructors will be expected to adhere to the following guidelines when submitting end of term marks. Where such guidelines are not followed, final course marks may be adjusted at the discretion of the Program Director prior to submission to the Registrar's office.

**1000-2999 level courses:** *Mean of between 65-70% for all sections of the same course taught by the same instructor in that semester; A's not to exceed 20 percent of all marks submitted; A's and B's not to exceed C's and D's and F's.*

### Participation (10%)

Regular attendance is a key to the success of this course. Students have the opportunity to earn 10% of their grade by attending lectures and responding to questions. There are two options to earn these marks:

**Option 1:** Students will submit answers to questions posed during lecture directly to the instructor at the end of lecture.

**Option 2:** Students may purchase a subscription to **MonocleCAT**. MonocleCAT is a web-based system that allows immediate interactive feedback and graphical simulations, to both aid and assess understanding of the course material. MonocleCAT feedback, questions and simulations are launched on demand by the professor during class. Students can participate using their laptops, ipods, smartphones, and cell-phones.

MonocleCAT is licensed by student subscription, with unlimited courses per student. (A student can access all of their courses using the system throughout the subscription term, with a single subscription.) Subscription keys are available at the university bookstore or directly on the Top Hat Monocle website at <http://www.tophatmonocle.com/register/>

A student subscription can be obtained for the following durations:

**\$20.00 for 4 months , \$38.00 for 60 months (5 years) , \$120.00 for lifetime VIP**

#### **Technical Requirements:**

##### **All features enabled**

Laptop (PC or Mac) Web browser (Firefox 3.0+ recommended) Adobe Flash Player

**Answer questions and discussion** Smartphone via app or mobile browser

**Answer questions and discussion** Cellphone via text messaging

### Quizzes (15%)

There will be a 4 day window for students to log on to WebCT and complete each quiz. Actual dates will be posted on Webct . There are 10 multiple choice or true/false questions per quiz and a 15 minute time limit once a student begins the assessment. There will be NO make ups for quizzes if not completed in the assigned time frame.

## EXAMINATIONS (2@37.5%)

The exams will be true/false and multiple choice questions based on readings and lecture material. The midterm examination will cover material in the Accounting module and the final exam will cover material on the Finance module. Students must write both examinations.

Students who fail to appear for an examination at the time set in the timetable will not be allowed to write the examination thus missed. Students should report this irregularity immediately to their Dean's office. They may, with the approval of the Chair of the Department concerned, petition the Dean for standing or permission to write a special examination. Petitions will be entertained only when they are submitted on compassionate grounds with supporting documents. See the current Western Academic Calendar.

## POLICY ON SPECIAL EXAMINATIONS

1. Students with conflicts or students who are unable to write an exam based on compassionate grounds (supported by appropriate documents), may apply in writing prior to the exam to the course coordinator to be excused.
2. Students involved with approved out-of-town university activities during the scheduled mid-term exam may apply to the course coordinator for special proctoring privileges to write the mid-term exam.

## NOTES

1. It is the student's responsibility to submit his or her own original written material in courses in this program. See the current Western Academic Calendar, "Scholastic Offences".
2. For a description of the process to be followed for mark/grade appeals see your professor.
3. The use of personal computers or any other electronic devices during examinations will not be permitted. However, financial calculators are permitted and are recommended for the course.
4. It is your responsibility to be familiar with the regulations and requirements as described in the Western Academic Calendar. While some of them have been highlighted in this course outline, it is by no means a complete list and you are bound by all of the rights and responsibilities described in the Western Academic Calendar. The calendar can be found at:

<http://www.registrar.uwo.ca/Calendars/index.cfm>

## ADD/DROP DEADLINES

*Add: September 16, 2011      Drop: October 15, 2011*

## General Information

If, on medical or compassionate grounds, you are unable to meet your academic responsibilities, i.e., unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic accommodation will not be granted automatically on request. You must demonstrate that there are compelling medical or compassionate grounds that can be documented before academic accommodation will be considered. Read the instructions carefully. In all cases, action must be taken at the earliest possible opportunity, preferably prior to the scheduled examination, test or assignment.

1. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance. The course outline should include the preferred method of contact (e-mail, phone, etc.).
2. Inform the instructor prior to the date of the scheduled time of the test or examination or due date of the assignment. If you are unable to contact the instructor, leave a message for him/her at the department office.
3. Bring your request for accommodation to the Academic Counseling Office, Room 2105, Social Science Centre, telephone 519 661-2011 or fax 519 661-3384. Be prepared to submit documentation of your difficulties.
4. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

## TERM TESTS and MID-TERM EXAMS

1. If you are unable to write a term test, inform your instructor prior to the scheduled date of the test. If the instructor is not available, leave a message for him/her at the department office.
2. Be prepared, if requested by the instructor, to provide supporting documentation (see below for information on acceptable forms or documentation). Submit your documentation to the Academic Counseling Office.
3. Make arrangements with your professor to reschedule the test.
4. The Academic Counseling Office will contact your instructor to confirm your documentation.

## FINAL EXAMINATIONS

1. You require the permission of the Dean, the instructor, and the Chair of the department in question to write a special final examination.
2. If you are unable to write a final examination, contact the Academic Counseling Office in the first instance to request permission to write a special final examination and to obtain the necessary form. You must also contact your instructor at this time. If your instructor is not available, leave a message for him/her at the department office.
3. Be prepared to provide the Academic Counseling Office and your instructor with supporting documentation (see below for information on documentation).
4. You must ensure that the Special Examination form has been signed by the instructor and Department Chair and that the form is returned to the Academic Counseling Office for approval without delay.

**Note:** Make sure you know the date, time and location of the special examination. For more information see [Examinations - Common Situations](#).

## LATE ASSIGNMENTS

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Submit documentation to the Academic Counseling Office.
3. If you are granted an extension, establish a due date.
4. Extensions beyond the end of classes must have the consent of the instructor, the Department Chair and Dean. A Recommendation of Incomplete form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the Department Chair, and the Dean's representative in the Academic Counseling Office.

## SHORT ABSENCES

If you miss a class due to a minor illness or other problems, check your course outlines 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.

## EXTENDED ABSENCES

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. This must be done by the appropriate deadlines. (Refer to the Registrar's website for official dates.) The Academic Counselors can help you to consider the alternatives. At your request, they can also keep your instructors informed of your difficulties.

## DOCUMENTATION

- **Personal Illness:** If you consult Student Health Services regarding your illness or personal problem, you should request a Student Medical Certificate from the physician. Once your documentation has been assessed, the academic counselor will inform your instructor that academic accommodation is warranted.
- If you were seen by an off-campus doctor, obtain a certificate from his/her office at the time of your visit. The off-campus medical certificate form must be used. <http://www.uwo.ca/univsec/handbook/appeals/medicalform.pdf>. The doctor must provide verification of the severity of the illness for the period in question. Notes stating "For Medical Reasons" are not considered sufficient.
- **In Case of Serious Illness of a Family Member:** Obtain a medical certificate from the family member's physician.
- **In Case of a Death:** Obtain a copy of the newspaper notice, death certificate or documentation provided by the funeral director.
- **For Other Extenuating Circumstances:** If you are not sure what documentation to provide, ask an Academic Counselor.

**Note:** Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offense (see below) and you will be subject to academic sanctions.

## ACADEMIC CONCERNS

- You need to know if your instructor has a policy on late penalties, missed tests, etc. This information may be included on the course outline. If not, ask your instructor.
- You should also be aware of attendance requirements in courses such as Business and English. You can be debarred from writing the final examination if your attendance is not satisfactory.
- If you are in academic difficulty, check the minimum requirements for progression in your program. If in doubt, see your Academic Counselor.
- If you are registered in Social Science courses but registered in another faculty (e.g., Arts or Science), you should immediately consult the Academic Counseling Office in your home faculty for instructions.

## FAILED YEAR

Procedures for completing a [Waiver of the Progression Requirements](#) (DEADLINE IS JUNE 30). [Click here for BMOS Waiver of Progression Requirements.](#)

In your petition letter, you must address all of the following questions:

- What were the extenuating circumstances which contributed most significantly to your poor academic performance.) When did the problem(s) arise? Appropriate supporting documentation (eg. medical note from a doctor to document problems, or a letter from a family member or close personal friend to support compassionate grounds) must be submitted with the petition. If you need more information regarding the submission of appropriate documentation, please contact the Dean's Office.
- Answer the following questions:
  1. What attempts did you make at the time you were encountering problems that affected your academic performance to contact your instructors, Academic Counselors, the staff in Student Development Centre (Learning Skills Counselors), the Ombudsperson, or Student Health Services?



2. What academic accommodation did you request at the time you were experiencing major problems that were affecting your academic performance?
  3. What steps did you take to minimize the impact on your academic work of the difficulties that you were encountering?
  4. Approximately what percentage of classes did you attend in each course?
  5. What assignments/tests/labs/quizzes/exams did you complete in each course?
  6. Please record the grades you received for assignments/labs/tests/quizzes/exams, etc in each course. If you failed to complete all the course requirements, explain and provide reasons.
  7. Please list the final grade earned in each course in which you were registered during the past academic year.
- Why do you think you would be successful in University-level academic studies, if your petition was granted?
  - What are your academic goals?
    - What is your long-term degree/program objective?
    - In what specific program do you wish to register during the coming year?
    - What specific courses do you wish to take during the coming year?

**NOTE:** In (b) and (c), do not list courses or programs for which you are not currently eligible. You must check the prerequisites for the program and courses you wish to take.

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may wish to contact Services for Students with Disabilities (SSD) at 661-2111 #82147 for any specific questions regarding an accommodation. More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>.