



Western

DAN Department of Management
& Organizational Studies

**Faculty of
Social Science**

Winter 2022 Course Syllabus

MOS 1023B Section – 650 **Introduction to Accounting and Finance** Online

Instructor: Anh Le

Office: SSC 9332

Office Hours: Tuesdays & Thursdays, 7:00 pm – 8:30 pm via Zoom (see OWL for link)

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1. Course Information:

1.1 Class Location and Time:

Distance Studies/Online (asynchronous)

1.2 Course Description:

This course provides students with a basic introduction to the fields of accounting and corporate finance. The accounting unit introduces students to basic accounting concepts from financial and managerial accounting. The corporate finance unit explains how financial markets work and how corporate managers use these markets to create and sustain corporate value.

Antirequisite(s): None

Prerequisite(s): Enrolment in BMOS on Main Campus or Music Administrative Studies (MAS)

1.3 Accessibility:

DAN Department of Management & 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 also wish to contact Services for Students with Disabilities (SSD) at 519-661-2147 for any specific question regarding an accommodation.

More information about "Accessibility at Western" is available at: <http://accessibility.uwo.ca>

1.4 Land Acknowledgement:

We acknowledge that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Attawandaron peoples, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.

With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples (e.g. First Nations, Métis and Inuit) endure in Canada, and we accept responsibility as a public institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching, research and community service.

<https://indigenous.uwo.ca/initiatives/docs/indigenous-land-acknowledgment.pdf>

1.5 Senate Regulations

Senate Regulations state, “unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this 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 prerequisites.”

This regulation is in regard to the COURSES required.

Students not in BMOS are permitted to enroll in up to 1.0 MOS courses, per the Academic Timetable.

2. Course Materials

Custom Text: Introduction to Accounting and Finance: MOS1023 A/B Canadian Custom for Western University (2020-21 edition -- **only available in online format**)

Publisher: Wiley ISBN 9781119762102

Purchasing the textbook is **mandatory** as evaluations will be done on the textbook site.

3. Course Objectives and Format

The DAN Department of Management and Organizational Studies as a whole draws upon an evidence-based management approach. Evidence-based management is the systematic process of gathering evidence from multiple sources, critically appraising the evidence, and using that evidence in making and evaluating management decisions to improve organizational performance.

3.1 Course objectives

To provide students with a broad understanding of the accounting and finance fields in order to make an informed decision about which specialization to pursue.

3.2 Course format

Course material will be presented in video lecture format available on OWL. (Unlisted YouTube Videos, which are also posted on OWL, may be used if having difficulty watching the videos loaded to OWL.) PowerPoint slides used in lecture videos will be made available to students on the OWL website. Links to other YouTube based videos will also be incorporated into the lessons. It is recommended that students do the required readings before watching the videos and then clarify their understanding through posting questions/comments on the forum and through discussions with the instructor.

PLEASE NOTE: The lecture power points posted on OWL are copyrighted materials as are the video lectures posted. Uploading them to other sites will be considered an academic offense and may also be subject to legal action.

4. Learning Outcomes

- Identify the purpose and use of financial statements, and their contents. Examine the components of the conceptual framework for financial reporting. Explain and calculate the most common ratios used to analyze financial statements.
- Analyze the effects of transactions on the accounting system and explain the accounting cycle used to record and report transactions. Display understanding of the recording of debts and credits in accounting transactions.
- Differentiate between financial accounting and managerial accounting. Identify information relevant to managers in decision making, including the classification of costs. Examine the methods used to evaluate management's performance. Calculate and interpret relevant ratios.
- Distinguish the differences between auditing and fraud examination. Identify uses of each, relevant terminology, and the general approach used.
- Define finance and learn the fundamentals of global finance including the six principles, financial markets, and the basic types of financial instruments available and how they are traded.
- Explain how firms raise capital and the different stages of financing, in both private and public markets. Identify how and when firms distribute value to stockholders.
- Describe the different types of takeovers, the benefits, and the issues involved.
- Examine globalization of the world economy, the impact on international business and financial management's goal of maximizing the value of the firm, and the risks present in international business transactions.
- Describe the different types of options, how they work and how they are used. Evaluate whether options are in the money, out of the money or near the money.
- Outline the structure of futures markets and how futures work.

5. Evaluation

Weekly quizzes (asynchronous)	9 x 3 marks	27 marks in total
60 minute synchronous assessment	3 x 15 marks	45 marks in total (See below)
90 minute synchronous assessment	1 x 28 marks	<u>28 marks</u> (See below)
	TOTAL	<u>100 marks</u>

Asynchronous weekly quizzes are **due on Thursday at 9pm in the week the topic is covered.** (See schedule on OWL.) In the event an accommodation or SRA is granted covering the due date, a makeup quiz may be written 37 hours later (**at 10:00am**) on the Saturday morning following the quiz deadline. (It will only be available for the length of the quiz beginning at 10:00am.) In the event the accommodation is approved for a period which includes the time of the makeup quiz, there will be no further quiz makeup offered. The mark achieved on the lowest other weekly quiz may, at the discretion of the professor, be assigned to that week's quiz at the end of the course.

All quizzes and synchronous assessments are multiple choice **in format** and consist of Matching, Multiple choice & True/False questions. Both types of quizzes may require calculations to obtain answers.

Each weekly quiz will be scheduled for 20 minutes, on OWL Quizzes, **and consist of 20 questions.**

Each 60-minute synchronous assessment will consist of 60 marks worth of questions. These tests will be available on the textbook site on the following dates and times:

Friday, January 21 beginning at 8:30AM
Friday, February 4 beginning at 8:30AM
Friday, February 18 beginning at 8:30AM

The 90-minute synchronous assessment will consist of up to 90 marks worth of questions and be held on Friday, April 8 beginning at 9:00AM on the textbook site.

Synchronous assessments will be completed on the textbook site (WileyPlus) on the dates and times stated above. **Each student must have access to the internet using a computer to complete the online exam. Dictionaries are NOT allowed into the examinations.** Exams may require calculations to obtain answers.

CALCULATORS:

Only non-programmable calculators will be allowed into the exams. If you are unsure, please ask your professor.

Electronic devices of any kind (including cell phones, smart watches and calculators) are NOT permitted at exams.

Makeup assessments for any missed synchronous assessment will be **short answer in nature**, with a combination of short answer, matching, true/false, and multiple-choice questions. Makeup assessments will be held 72 to 96 hours after the synchronous assessment.

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Exams will not be returned to students but may be reviewed by contacting your Instructor.

Students are **REQUIRED TO COMPLETE ALL COMPONENTS** of this 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 performance in the course. Remember: *You* are responsible for your grades in this course.

The DAN Department has a grade policy which states that for courses in the 1000-1999 range, the class average must fall between 65% and 70% for all sections of a course taught by the same instructor. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

6. Lecture and Examination Schedule

See Schedule on OWL

7. Student Responsibilities

Students should familiarize themselves with Western University Senate Regulations, please see: http://www.uwo.ca/univsec/academic_policies/index.html.

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lectures notes or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

7.1 Respect

Please act respectfully towards the classroom, the Professor and your fellow students. Acting respectfully means arriving on time, turning off phones, avoiding private discussions during lectures, refraining from viewing non-course material on your laptops, and cleaning up after yourself. Acting respectfully provides a better learning experience for everyone.

Private in-class discussions are distracting to students and the Professor. If other students are distracting your attention from the material, you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), please see the instructor.

Late arrivals are also distracting. Please try to arrive on time for classes.

7.2 No Recording of Classes

Students are not permitted to record any portion of a class, audio or video, without the prior written permission of the professor.

7.3 Copyright Notice

Lectures and course materials, including power point presentations, outlines, and similar materials, are protected by copyright. You may take notes and make copies of course materials for your own educational use. You may not record lectures, reproduce (or allow others to reproduce), post or distribute lecture notes, wiki material, and other course materials publicly and/or for commercial purposes without my written consent.

8. Exam Policies

- Have student identification ready.
- Nothing is to be on/at one's desk during an exam, except your computer and any approved materials.
- No other browsers or programs may be open while an exam is in progress.
- Students may be required to use ProctorTrack or other proctoring software.
- To ensure fairness to all students, questions will not be answered during exams.

9. E-mail Policies

The following policies apply to all emails between students and the Professor. Please respect the fact that the Professor receives hundreds of emails from students and must deal with those emails in a fair and organized manner. Unacceptable emails will receive a reply saying only "Please see Email Policies on the course outline".

9.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

9.2 Subject Line Must Include Course and Section Number

The subject line of emails must contain the name or number of the course, and the section number in which the student is enrolled. The Professor teaches different courses and sections and cannot properly respond to questions if he does not know which course or section you are enrolled in.

9.3 Acceptable Emails

- questions about the course content or materials
- asking to set up an appointment to ask questions or review an exam
- notification of illness or other special circumstances
- providing constructive comments or feedback about the course

9.4 Unacceptable Emails

- questions that may be answered on OWL or on this course outline
- asking when grades will be posted
- asking what grade a student received
- asking where or when an exam is scheduled or the material covered on an exam
- requests for grade increases, extra assignments, or reweighting of course components

10. Attendance

It is expected that students will attend all synchronous lectures. The professor will not provide access to the lecture after it has been presented. Students are encouraged to obtain missed lecture notes from a fellow student.

10.1 Short Absences.

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

10.2 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. The [Academic Counsellors](#) can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

11. Grade Fairness

Fairness requires that all students be treated equally and be evaluated using the criteria set out in this course outline. The evaluation criteria are based on actual achievement and not on how hard a student has tried.

Claims by students of an excellent academic history, good attendance record, need to obtain or maintain a scholarship, desire to be admitted to Ivey or graduate school, or other personal issues, cannot be used to justify a higher grade in the course or a reweighting of course components. There is no extra work or assignments available for extra credit or to “make up” for a course component that was missed or performed poorly.

12. Posting of Grades

Midterm exam grades will be posted on OWL once the grades are available. Final exam grades and final course grades are not posted on OWL and are available once they have been posted by the Registrar under “Academic Summary” at the [Student Centre](#) website.

13. University Policy Regarding Illness

13.1 Illness

For details on the Academic Consideration for Student Absences (including accommodation, illness and self-reported absences (SRAs)), go to:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf

The current Illness Policy is available here (subject to change):

https://dan.uwo.ca/undergraduate/course_information/IllnessPolicy.pdf

13.2 Make Up Examinations

The student must write a make-up exam if the regularly scheduled exam is missed for reasons for which adequate documentation is received by the instructor (this documentation must be supplied by the [Academic Counseling office](#)).

The date and time of the make-up examination will be set by the instructor, who will communicate the date to the student.

If a student is unable to meet the scheduled make-up as agreed, then the student is responsible for obtaining new accommodations from Academic Counselling, and seeking a new make-up date with the instructor within a reasonable time frame.

14. University Policy on Cheating and Academic Misconduct

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the [Academic Calendar](#). Note that such offenses 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. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

A copy of guidelines about how to avoid cheating can be obtained from the [Office of the Ombudsperson](#), Room 3135 WSSB, (519) 661-3573, ombuds@uwo.ca.

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses. Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating.

Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring.

The penalties for a student guilty of a scholastic offense 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.

15. Procedures For Appealing Academic Evaluations

1. In the first instance, all appeals of a grade must be made to the course instructor (informal consultation).
2. If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Undergraduate Chair: Student Affairs of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken.
4. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the [Office of the Ombudsperson](#).

16. Support Services

16.1 Support Services

The Registrar's office provides you with information on services, courses, student finances, resources, latest news, as well as Student Central's hours of operation at <http://www.registrar.uwo.ca>

Student Support Services (***including the services provided by the USC listed here***) can be reached at: <http://westernusc.ca/your-services/>

Academic Support & Engagement can be reached at: <http://academicsupport.uwo.ca>

Students who are in emotional/mental distress should refer to Health and Wellness: <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

16.2 Academic Concerns.

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.