
MOS 1023B Introduction to Accounting & Finance Course Outline: Section 001 / Winter 2018

1. Course Information:

1.1 Class Location and Time:

Room: North Campus Building, Room 101
Day/Time: Tuesdays, 6:30 – 9:30 pm

1.2 Contact Information:

Instructor: Christina Maco
Office: SSC 4303
Office Hours: See instructor
Phone: 519-661-2111 x80329
Email: cmaco2@uwo.ca
Website Address: <http://owl.uwo.ca/portal>

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 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>

2. Calendar Description

2.1 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.

3.0 lecture hours, 0.5 course

Antirequisite(s): None.

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

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

3. Textbook

Custom Text

Publisher: Wiley ISBN-978-1119350873

Note: As this textbook is a custom printing compiled with material from various texts, it is necessary to update it periodically as texts are revised.

4. Course Objectives and Format

4.1 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

4.2 Course format

Course material will be presented in lecture format, as well as through discussion and group work. It is recommended that students do the required readings before coming to class each week.

4.3 Use of Technology

Please note that it is not allowable to take pictures or to record the professor's in-class materials. A pdf version of the PowerPoint slides used in class will be made available to students on the OWL website. For all other materials, you will need to make your own hand-written notes.

5. Learning Outcomes

- Identify the purpose and use of financial statements, and their contents. Examine the components of the conceptual framework for financial reporting. Explain 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.
- 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.
- 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.
- Outline the structure of futures markets and how futures work.

6. Evaluation

Evaluation Method	Exam Date and Time	Percentage of Course Grade
Exam #1 Lectures and Readings 1-3 60 questions 1.5 hours	January 30, 2018 7:30 to 9:00 pm NCB 101, NCB 114, NCB 117	30%
Exam #2 Lectures and Readings 4-5 60 questions 1.5 hours	February 27, 2018 7:30 to 9:00 pm NCB 101, NCB 114, NCB 117	30%
Final Exam Lectures and Readings 6-9 80 questions 2.0 hours	During April 14 – 30 exam period. To be set by Registrar's office.	40%

Exams will consist of multiple choice and true false questions. Exam #1 and #2, will be scheduled for 1.5 hours and consist of 60 questions. The Final Exam will be scheduled for 2 hours and consist of 80 questions. All are **closed book examinations. Dictionaries are NOT allowed into the examinations.**

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. Exams 1 and 2 will be in class time. The third exam will be scheduled during the exam period. Exams will not be returned to students but may be reviewed in the instructor's office.

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.

Exams will be scored using the program Scan Exam which examines the answer sheets for unusual coincidences in the pattern of answers given which may be indicative and used as supporting evidence of cheating.

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.

What to Bring / Not Bring to the Exams:

- Bring student identification to exams.
- Nothing is to be on/at one's desk during an exam except a pencil, an eraser, and the individual's student card.
- Calculators are not necessary.
- Do not wear baseball caps to exams.
- Do not bring music players, cell phones, beepers, or other electronic devices to exams.

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: http://www.uwo.ca/univsec/academic_policies/index.html

7. Lecture and Examination Schedule

Please refer to the weekly course schedule on OWL.

8. University Policy Regarding Illness

8.1 Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy

http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office 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. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

8.2 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).

8.3 Attendance

It is expected that students will attend all classes. The professor does not provide access to class notes. Students are encouraged to obtain missed class notes from a fellow student.

9. University Policy on Cheating and Academic Misconduct

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. 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.

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.

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.

10. 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 Ombudsperson's Office.

11. Student Responsibilities

Material covered in class 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 class on a regular basis. **Please note that the instructor will not be providing copies of class notes or overheads.** Therefore, if you miss a

class, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during class.

To avoid unnecessary distractions, please arrive to each class on time.

12. Support Services

12.1 Support Services

The Registrar's office can be accessed for Student Support Services 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/services/> Student Development Services can be reached at: <http://www.sdc.uwo.ca/>

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

12.2 Student Development Centre (SDC): Learning Skill Services

Learning Skills counsellors are ready to help you improve your learning skills. They offer individual counselling appointments to help students improve time management, multiple-choice exam preparation/writing, textbook reading, and more. Drop-in support is also offered throughout the Fall/Winter terms as well as a number of learning skills presentations.

SDC's Learning Skills Services, Rm 4100 WSS, www.sdc.uwo.ca/learning

13. Other Issues

13.1 Grade Policy

The DAN Program has a grade policy which states that for courses in the 1000 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.

13.2 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 class notes from a classmate.

13.3 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.

13.4 Academic Concerns

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

13.5 Important Dates

January 8:	Classes resume
January 16:	Last day to add a second term half course.
February 19:	Family Day. All offices closed.
February 19 – 23:	Reading Week
March 7:	Last day to drop a second term half course without penalty.
March 30:	Good Friday. All offices closed.
April 11:	Winter term end
April 12-13:	Study days
April 14 – 30:	Examination Period

14. 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”.

14.1 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.).

14.2 *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.

14.3 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

14.4 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

14.5 Communication

Emails will be responded to within 24 hours during the week, and within 72 hours during the weekend.

15. OWL

15.1 Messages

From time to time messages will be posted on OWL that are important to this course. All students are expected to read these messages on a timely manner. ANY announcements posted using OWL are to be followed by the students without exception. The professor reserves the right to make adjustments to the content of this outline as necessary and to communicate those adjustments via OWL.

15.2 Forum

For questions regarding course content, students are expected to post their questions on the Forum within OWL before emailing the instructor or Teaching Assistants. This minimizes the duplication of questions and allows all student's to enhance their learning of the subject matter. The Forum will be monitored by the instructor.

Questions posted on the Forum will be responded to within 24 hours during the week, and within 48-72 hours during the weekend.

Questions posted on a weekend before an exam will be responded to within 24 hours.

16. FREQUENTLY ASKED QUESTIONS

Question	Answer
How can I succeed in this course?	Do all the assigned readings, attend class, focus on understanding the course concepts in a way that lets you apply them to new fact situations.
I missed an exam because I was working, I was preparing for another exam, I was out of town, I lost my phone, I forgot ...	A missed exam will result in a mark of zero. You are responsible for calendaring the exams. There are no "make up" exams available under these circumstances.
I missed the exam because I was sick or there was a death in my family.	See the section of the course outline on ILLNESS AND SPECIAL CIRCUMSTANCES
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 24 hour period.
When will the exam grades be posted?	Grades for Exam #1 and Exam #2 are posted on OWL when they become available. Final exam grades and final course grades are not posted on OWL.
Can I come and see my exam?	You can review your exam during a mutually convenient time.
Can I use a different textbook?	You can use last year's version of the textbook. Be aware that the old textbook may be organized differently and the page numbers on the schedule will be different.
This mark is going to prevent me from getting accepted at Ivey.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.
I need a certain mark to get or maintain a scholarship or my AEO status at Ivey.	
I tried really hard but I still got a poor mark.	
This is the lowest mark I have ever received.	