

---

# MOS 1023A Section – 001

## Introduction to Accounting & Finance

### Summer 2020

### Course Outline

---

#### 1. Course Information:

##### 1.1 Class Location and Time:

**ONLINE 2 lessons per week**

##### 1.2 Contact Information:

Instructor: Robert Pilling  
Office: SSC-4419  
Office Hours: Zoom Office Hours to be Announced Tues/Thurs Evenings  
Phone: 661-2111 x87273  
Email: [RPilling@uwo.ca](mailto:RPilling@uwo.ca)

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 Accessible Education (AE) 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 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:** Western University Introduction to MOS II, MOS 1023 A/B (2016-2017 edition) 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. Next update is scheduled for Fall 2020.

### 4. 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.

#### 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 on Mondays & Wednesdays through unlisted YouTube Videos, as well as through discussions on Zoom on Tuesday and Thursday evenings. PowerPoint slides used in lecture will be made available to students on the OWL website. It is recommended that students do the required readings before watching the videos and then attend the zoom discussions on Tuesday and Thursday evenings for further clarification. **PLEASE NOTE: The power points posted on OWL are copyrighted materials as are the video lectures posted on YouTube. Uploading them to other sites will be considered an academic offense and may also be subject to legal action.**

### 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

Exam 1 (May 20 – 7:30pm) = **35%** (70 multiple choice and True/False questions)

Exam 2 (June 3 – 7:30pm) = **35%** (70 multiple choice and True/False questions)

Exam 3 (June 17 – 7:30pm) = **30%** (60 multiple choice and True/False questions)

Total = 100%

Exams are multiple choice in format. Each exam will be scheduled for 1.5 hours, **consist of the number of questions as noted above**, and are **closed book examinations. Dictionaries are NOT allowed into the examinations. Exams will be completed online and proctored by the use of Zoom technology. Any person who is not able to connect for proctoring via Zoom will not be allowed to participate in the exam.**

**Electronic devices of any kind (including cell phones, watches and calculators) are NOT permitted at exams except as provided in the following paragraph.**

**Each student must have access to the internet using a computer to complete the online exam. As well, they must have a second device for connecting to the proctoring site via Zoom, broadcasting both video and audio, which has the video recorder positioned such that the student's table/desk, keyboard and screen are visible at all times. If the video or audio is not available at all times during the exam, it will be considered to be a failed attempt and a mark of 40% will be assigned for the exam.**

Students are responsible for material covered in the lectures as well as the assigned chapters/sections in the text. All three exams will be conducted at 7:30pm on a Wednesday evening.

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 a complex statistical analysis program 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.**

The DAN Department has a grade policy which states that for courses in the 1000-2000 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.

## 7. Lecture and Examination Schedule

See detailed schedule of lecture availability on the OWL site.

## 8. Student Responsibilities

Students should familiarize themselves with Western University Senate Regulations, please see: [http://www.uwo.ca/univsec/academic\\_policies/index.html](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 list to all online videos and attend the zoom chats on a regular basis. Powerpoint slides used in the video lectures will be provided, but may not contain all materials noted in the video lecture. Therefore, if you miss a lecture, you should try to obtain this material from another student.

## 8.1 Respect

Please act respectfully towards others in the Zoom chatroom, both with the Professor and your fellow students. Acting respectfully means listening to those talking, submitting questions on the video chat function, turning off phones, avoiding private discussions during video chats, and taking notes of comments made in the chats. No recordings will be made of the Zoom meetings. Acting respectfully provides a better learning experience for everyone. Details of etiquette for the Zoom discussions will be developed as the class continues.

## 8.2 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. All powerpoint slides and videos posted are copyrighted materials and as such should not be reposted on any other sites without the prior written approval of the instructor.

## 8.3 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.

## 9. Exam Policies

- Bring student identification to exams. I will ask you each to display your ID to the camera at the beginning of the exam. As such, it is recommended that you connect to the Zoom site early for each exam. To allow time to verify all ID, please be online 30 minutes prior to the start of the exams.
- Nothing is to be on/at one's desk during an exam except a computer mouse, keyboard, and the individual's student card and a drink if desired.
- Do not wear baseball caps to exams.
- Do not bring music players, cell phones, or other electronic devices to exams.
- To ensure fairness to all students, questions will not be answered during exams.
- All students may be requested to show their ears prior to the commencement of the exam and no electronics of any kind will be allowed to be on the student's person during an exam. (This includes all watches, including analogue watches.)

## 10. 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".

### 10.1 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.).

### 10.2 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.

### 10.3 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

### 10.4 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

## 11. Attendance

It is expected that students will watch all posted videos prior to their respective exam. Videos from the 3 classes prior to an exam will become unavailable, as will their respective powerpoints at 6:00am on the morning of an exam. Be sure you have watched any lectures you desire prior to that time.

### 11.1 Short Absences.

Please ensure you catch up as quickly as possible with your readings and watching of videos. Falling behind will create a great strain upon your time if left to the last minute to catch up.

### 11.2 Extended Absences.

If you are absent more than approximately one week 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.

## 12. 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.

## 13. 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.

## 14. University Policy Regarding Illness

### 14.1 Illness

For details on University Policy and student responsibilities go to:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic\\_Consideration\\_for\\_absences.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf)

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

- i. Submitting a Self-Reported Absence form provided that the conditions for submission are met (maximum of 1 from May to August, valid for 48 hours or less, on course work worth less than or equal to 30%); **(Note: None of the assessments in this class qualify for using a self-reported absence)** or
- ii. For medical absences, submitting a Student Medical Certificate (SMC) : [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) signed by a licensed medical or mental health practitioner in order to be eligible for Academic Consideration; or
- iii. For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in order to be eligible for academic consideration. Students are encouraged to contact their Academic Counselling unit to clarify what documentation is appropriate.

Students seeking academic consideration:

- are advised to **consider carefully the implications** of postponing tests or midterm exams or delaying handing in work;
- are encouraged to make appropriate decisions based on their specific circumstances, recognizing that minor ailments (upset stomach) or upsets (argument with a friend) are not an appropriate basis for a self-reported absence;
- **must communicate with their instructors no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence.

## 14.2 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. (Normally, it will be the Friday evening following the exam.)

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.

## 15. 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](mailto: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.

## 16. 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.

## 17. Support Services

### 17.1 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/your-services/>  
Student Development Services can be reached at: <http://www.sdc.uwo.ca/>  
Students who are in emotional/mental distress should refer to Health and Wellness at Western University: <https://www.uwo.ca/health/> for a complete list of options about how to obtain help.

### 17.2 Academic Concerns.

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