



Fall/Winter 2024/25 Course Syllabus

MOS 2227A Section – 001 & 002 **Introduction to Financial Accounting** In-Person

Instructor: Melissa Jean

Office: SSC 4418

Office Hours: Tuesdays 10:30 am – 11:30 am and Thursdays 2:00 pm – 3:00 pm

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1. Course Information

1.1 Class Location and Time:

Section 001: AHB 1B08, Tuesdays 1:30 pm – 4:30 pm

Section 002: SH 3315, Thursdays 9:30 am – 12:30 pm

1.2 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 2257

Prerequisite(s): 5.0 courses at the University level, and enrolment in second year or above of the BMOS DAN Management 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.

Unless you have either the requisites for this course or written special permission from your Dean's Designate (DAN Management Advisors) to enroll in it, you may 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.

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. Contact Academic Support & Engagement at <http://academicsupport.uwo.ca/> for information about Western's Accessible Education.

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 PREREQUISITE COURSES required.

2. Course Materials

Phillips, Libby, Libby, and Mackintosh, Fundamentals of Financial Accounting, Seventh Canadian Edition, McGraw-Hill, 2024.

Option 1: Paperback + Connect Card

This option is sold at the Western Bookstore. In addition to a hard copy textbook, this option provides access to the textbook website (for 360 days) which includes access to the eBook, adaptive SmartBook activities to enhance your comprehension of material, and Connect Assignments which are a required assessment for your course grade.

ISBN: 9781265773489

Option 2: eBook with Connect

This option provides access to all features of the textbook website referenced above for the 360-day access period. The only difference from Option 1 is that you will not have a hard copy version of the textbook.

ISBN: 9781265756017

Information about Connect

Required course assignments (Connect Assignments) are made available through the textbook publisher’s website. This access is not available if you purchase a used copy of the textbook. McGraw-Hill sells the textbook with Connect cards that can only be used by the original purchaser. If you purchase a used copy, you will not have a usable Connect card and will not be able to access the online Connect Assignments that are a required assessment of this course.

You must create your McGraw-Hill Connect account using your UWO email address (not a gmail account, etc.). The Connect site URL and registration instructions will be provided on OWL.

All course material will be posted to OWL and students are responsible for checking the course OWL site regularly for news and updates. This is the primary method by which information will be disseminated to all students in the class.

If students need assistance with the course OWL site, they can seek support on the [OWL Brightspace Help](#) page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

3. Course Objectives and Format

3.1 Course Objectives:

The overall objective of this course is to provide you with a framework for preparing, analyzing, and interpreting financial information and financial statements. In this course you will gain an understanding of the underlying accounting transactions (in both journal entry and t-account formats) and related accounting decisions that are required to produce the four financial statements. You will also learn how to analyze the financial statements using ratio analysis so that you can determine what these results mean to organizations.

3.2 Course Format:

This course is fast paced. Because each topic builds on a solid understanding of the previous topic, successful students will keep up with the week-to-week work. This is not a course where cramming or planning to catch up later works well.

In order to get the most out of the course, students should follow these steps each week:

1. **Complete the assigned readings before the class they are assigned.** Optional SmartBook assignments are available for each chapter. These assignments are not graded and are designed to gently test your understanding of the material.
2. **Complete the demonstration case(s) at the end of the chapter.** The solutions to these cases are available immediately following the case information. Try to tackle the case(s) on your own but definitely use the solution as a guide if you get stuck.
3. **Prepare solutions to the assigned exercises, problems, and cases on your own before class.** The course Learning Plan provides a list of exercises, problems, and cases for each chapter that will be taken up in class. You will get the most out of the in-class experience if you “test” yourself by comparing the answers you came up with on your own to what is shared in class.
4. **Attend class.** Class time will be spent going through the major concepts using chapter slides, taking up assigned work, and enhancing your learning through other in-class activities.
5. **Reflect on your understanding of the material.** Be honest with yourself. Could you complete the demonstration case and the assigned questions on your own at this point? If the answer is no (which is common by the way) you will need to do more work (re-read all or parts of the chapter, retry the assigned questions, discuss your approach with your peers, etc.).
6. **Visit me during office hours.** If you have put in the work and are still experiencing challenges understanding the material, take the time to visit me during office hours or make an appointment to ask your questions. Our time is best spent if you come with specific questions. I am here to help!

7. **Complete the Connect Assignment.** You can complete these chapter assignments before or after attending class. They are due by 11:59 pm three days after the content is covered in class.

A course Learning Plan, including topics covered, preparatory work required, and assignment due dates is posted on OWL (see the **Overview – Start Here!** page). Following this plan is your responsibility. You can expect to spend approximately eight hours per week on this course.

4. Learning Outcomes

By the end of this course, students will be able to:

1. Understand financial accounting concepts and the way concepts are applied in recording accounting transactions.
2. Prepare financial statements including the Income Statement, Statement of Retained Earnings, Balance Sheet, and Statement of Cash Flows.
3. Interpret financial statements and derive information to support decision-making.
4. Be aware of the existence of alternative accounting treatments and the need to exercise judgment in deciding on the treatment appropriate in a specific situation.
5. Evaluate and reflect on learning by completing a series of short reflection assignments.

5. Evaluation

Students are required to complete all evaluation components to receive a passing grade in this course. There will be no reweighting of components and grades will not be adjusted on the basis of need. Extra credit assignments are not available, and assignments or exams cannot be rewritten to obtain a higher mark. Once you have completed an assessment, you are committed to the mark earned.

The DAN Department has a grade policy which states that for courses in the 2000-2999 range, the class average must fall between 65% and 72% 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.

Course Grade Weighting

| | |
|------------------------------------|-----|
| Connect Assignments | 24% |
| Reflection on Learning Assignments | 6% |
| Midterm Exam | 35% |
| Final Exam | 35% |

Connect Assignments

The best eight out of 13 assignments weighted at 3% each will contribute to the grade for this assessment.

There is a Connect Assignment for each chapter of the textbook. Each assignment consists of two to four exercises. Connect Assignments are released the week before the session the chapter reading is assigned and are due the three days after the content is covered in class (by 11:59 pm ET). See the Learning Plan and OWL Calendar for these due dates.

The course has 13 Connect Assignments and the top eight scores will count towards your final grade. If a student misses five assignments, the remaining eight will be used in the calculation of the final grade. If a student misses greater than five assignments, they will receive a grade of zero on each missed assignment. Requests for academic consideration will not be granted for missed assignments.

Reflection on Learning Assignments

There are three Reflection on Learning Assignments throughout the course and are due as follows:

#1 – Friday, September 13

#2 – Friday, October 11

#3 – Friday, December 6

Each Reflection on Learning Assignment is worth two per cent of the overall course grade and is due by 11:59 pm ET on the dates indicated. These assignments will be submitted through OWL. Students are expected to respond to prompts (three to five for each assignment) in two to three sentences maximum.

Students are expected to submit the assignments by the deadlines listed. Should illness or extenuating circumstances arise, students are permitted to submit assignments up to 72 hours past the deadline without academic penalty. Beyond 72 hours past the deadline, a grade of zero will be assigned. As flexible deadlines are used for this assignment, requests for academic consideration will not be granted.

Midterm & Final Exams

Midterm Exam Date: Friday, November 1 6:00 pm – 9:00 pm

Final Exam Date: TBD (scheduled in the December exam period by the Registrar's Office)

These exams will be completed in-person and written by hand and may consist of a combination of journal and t-account entries, calculations, statement preparation, and written responses. Testing will be based on all readings, assignments, and class material. Exams are non-cumulative.

Dictionaries are NOT allowed into the examinations. Only non-programmable calculators will be allowed into the exams. If you are unsure, please ask your instructor. Electronic devices of any kind (including cell phones, smart watches and calculators) are NOT permitted at exams. 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.

Both exams are considered to be central to the learning outcomes for this course. Accordingly, students seeking academic consideration for these assessments will be required to provide formal supporting documentation and require approval from academic counselling to write a make-up exam. The Midterm Makeup Exam will be held on Friday, November 22 from 1:00 pm to 4:00 pm (room TBD). The date for the Final Makeup Exam will be set by the instructor, who will communicate the date to the student.

Use of AI Tools

Within this course, students are permitted to use AI tools for idea generation, information gathering, translation, grammar improvement, and as a study aid. AI tools are intended to enhance the learning experience; however, it is essential that students critically evaluate the obtained information, exercise independent thinking, and develop their own ideas and perspectives. Submitted written and computational assignments should reflect the student's own thoughts and independent work. When used, any such AI or translation tool should be used ethically and responsibly, and students must cite or credit the tools used in line with the expectation to use AI as a tool to learn, not only to produce content.

General Information About Missed Coursework

Students must familiarize themselves with the *University Policy on Academic Consideration – Undergraduate Students in First Entry Programs* posted on the Academic Calendar: https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf, This

policy does not apply to requests for Academic Consideration submitted for **attempted or completed work**, whether online or in person. The policy also does not apply to students experiencing longer-term impacts on their academic responsibilities. These students should consult [Accessible Education](#).

For procedures on how to submit Academic Consideration requests, please see the information posted on the Office of the Registrar's webpage: https://registrar.uwo.ca/academics/academic_considerations/

All requests for Academic Consideration must be made within 48 hours after the assessment date or submission deadline.

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 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 classes. Note that solutions to exercises, problems, and cases will not be posted so if you miss a class, you should obtain this material from another student.

7.1 Respect

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

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 instructor.

7.3 Copyright Notice

Lectures and course materials, including PowerPoint 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 and other course materials publicly and/or for commercial purposes without the written consent of your instructor.

8. Exam Policies

Bring student identification to exams.

Nothing is to be on/at one's desk during an exam except writing implements, non-programmable calculator, the individual's student card and anything else pre-approved by the instructor.

Do not wear baseball caps to exams.

Do not bring or wear smart watches, music players, cell phones, beepers, or other electronic devices to exams.

9. E-mail Policies

The following policies apply to all emails between students and the instructor. Please respect the fact that your instructor 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 their instructor. The instructor 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 instructor teaches different courses and sections and cannot properly respond to questions if they do 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 from information posted 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 classes. The instructor does not post and share solutions for students who miss class. Students are encouraged to obtain missed class information 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 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 lvey 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

Grades for exams and assignments will be posted on OWL once they 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, Absence and Accommodation

13.1 Illness

Students will need to provide a Student Medical Certificate if the absence is medical or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty Academic Counselling office to obtain more information about the relevant documentation.

For privacy reasons, students should also note that individual instructors should not receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. All documentation required for absences must be submitted to the Academic Counselling office of a student's Home Faculty.

For details on the Policy on Accommodation for Medical Illness, go to:

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

Students can download the Student Medical Certificate (SMC) here:

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

13.2 Accessible Education

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:

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

Students needing access to Accessible Education should register here:

http://academicsupport.uwo.ca/accessible_education/index.html

13.3 Religious Accommodation

When conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request an accommodation for their absence in writing to the course instructor and/or the Academic Advising office of their Faculty of Registration. This notice should be made as early as possible but not later than two weeks prior to the writing or the examination (or one week prior to the writing of the test).

Please visit the Diversity Calendars posted on our university's EDID website for the recognized religious holidays: <https://www.edi.uwo.ca>.

14. University Policy on Cheating and Academic Misconduct

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

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

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 of the Department of Management and Organizational Studies.
3. If the response of the Undergraduate Chair is considered unsatisfactory to the student, they 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/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.