

**SOCSCI 2AC3 – Financial & Managerial Accounting for Social Science Students**

**Course information:**

- Monday, September 14<sup>th</sup> to November 30<sup>th</sup>, 2020, 7:00 – 10:00pm.
- Location: ONLINE
- Instructor: Carlo Avolio
- Office: KTH 208
- Office hours: By Appointment Only
- Email: avolioc@mcmaster.ca

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**Course Overview**

**Course Description:**

An introduction to financial accounting and managerial accounting with a focus on topics relevant to managerial decision making. The course has two distinct elements: Financial accounting with a focus on understanding financial statements and management accounting with an emphasis on costing, budgeting, and control.

**Course Objectives:**

Developing Transferable Skills. You will work on developing academic skills that are transferable to your other university courses as well as to the workforce. These skills include:




- 1) critical reading and thinking;
- 2) communication (oral, written and visual);
- 3) research skills; and
- 4) group work skills

**Required Texts:**


ISBN	eBook Title	Author & Publisher
9781260248685 (access code)	Accounting: What the Numbers Mean 12th Edition	Marshall, McManus, Viele McGrawHill Education

# Course Requirements/Assignments

## Requirements Overview and Deadlines

Assessment Activity	% of Grade	Due Dates
Practicum Assessments 4 @ 10% each = 40% Via McGrawHill 	40%	*Practicum 1 – Saturday, October 3 <sup>rd</sup> *Practicum 2 – Saturday, October 17 <sup>th</sup> *Practicum 3 – Saturday, November 14 <sup>th</sup> *Practicum 4 – Saturday, November 21 <sup>st</sup>
Financial Analysis Assessment Via McGrawHill 	25%	* Saturday, October 31 <sup>st</sup>
Final Assessment Via McGrawHill 	35%	MONDAY, November 30 <sup>th</sup> at 7:00pm
Total	100%	

\* All **Assessments** are due on the respective **Saturday at 11:50 am**.  
EXCEPT for the **Final Assessment** which will be completed on the final day of class.

Our course uses the McGrawHill  platform throughout the course. It is the student's responsibility to ensure they have a valid working connect code at **ALL** times. Technical issues with your connect code WILL NOT be an excuse for missed work or late submissions.

Technical support issues MUST BE addressed with McGraw Hill at 1-800-565-5758.

No Extensions will be granted for original practicum assessments. Students requiring MSAF accommodations for original assessments will receive a substitute practicum assessment in place of the original assessment.

Students will receive feedback for all practicum assessments immediately after the due date.

More than a reasonable amount of time has been granted to you to complete these assessments. Do not leave it to the last minute to complete.

### Avenue to Learn

In this course we will be using Avenue to Learn. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss with the course instructor.

## **Online Proctoring**

**Some courses** may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

## **Privacy Protection**

In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; tests and assignments must be returned directly to the student. Similarly, grades for assignments for courses may only be posted using the last 5 digits of the student number as the identifying data. The following possibilities exist for return of graded materials:

- 1) Direct return of materials to students in class;
- 2) Return of materials to students during office hours;
- 3) Students attach a stamped, self-addressed envelope with assignments for return by mail;
- 4) Submit/grade/return papers electronically.

Arrangements for the return of assignments from the options above will be finalized during the first class.

## **Extreme Circumstances**

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

## **Student Responsibilities**

The success of this course depends on you!

- Students are expected to contribute to the creation of a respectful and constructive learning environment. Students should read material in preparation for class, attend class on time and remain for the full duration of the class. A Class Participation and Engagement is an important component of this course (and of active learning). Therefore, we expect all students to be active participants in this course. This means attending all classes, being actively involved in class activities and thoughtful discussion, and completing all assignments
- In the past, student and faculty have found that non-course related use of laptop computers and hand-held electronic devices during class to be distracting and at times disruptive. Consequently, during class students are expected to only use such devices for taking notes and other activities directly related to the lecture or class activity taking place.
- Please check with the instructor before using any audio or video recording devices in the classroom.

## **Conduct Expectations**

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**. It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

## **Academic Integrity**

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.** Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](#).

The following illustrates only three forms of academic dishonesty:

- Plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- Improper collaboration in group work.
- Copying or using unauthorized aids in tests and examinations.

## **Academic Accommodation of Students with Disabilities**

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) to make arrangements with a Program Coordinator. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca) for further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

## **Academic Accommodation for Religious, Indigenous and Spiritual Observances (RISO)**

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar’s Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Please review the [RISO information for students in the Faculty of Social Sciences](#) about how to request accommodation.

### **E-mail Communication Policy**

Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including TAs), and from students to staff, must originate from the student's own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student's responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, they may not reply.

### **McMaster Student Absence Form (MSAF)**

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

### **Copyright and Recording**

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, including lectures by University instructors. The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

## **Course Weekly Topics and Readings**

### **Week 1: September 14<sup>th</sup>, 2020**

#### Topics:

- Introduction, Financial Accounting and Reporting

#### Reference Material:

- Video and Reading resources to be assigned.

### **Week 2: September 21<sup>st</sup>, 2020**

#### Topics:

- Balance Sheet & Income Statement Reporting

#### Reference Material:

- Video and Reading resources to be assigned.

### **Week 3: September 28<sup>th</sup>, 2020**

#### Topics:

- Cash Flow Statement Reporting

#### Reference Material:

- Video and Reading resources to be assigned.

**Week 4: October 5<sup>th</sup>, 2020**

Topics:

- Internal Control, Bank Reconciliation

Reference Material

- Video and Reading resources to be assigned.

**Week 5: Reading week**

**Week 6: October 19<sup>th</sup>, 2020**

Topics:

- Measuring and Evaluating Financial Performance

Reference Material

- Video and Reading resources to be assigned.

**Week 7: October 26<sup>th</sup>, 2020**

Topics:

- Measuring and Evaluating Financial Performance

Reference Material

- Video and Reading resources to be assigned.

**Week 8: November 2<sup>nd</sup>, 2020**

Topics:

- Cost Concepts

Reference Material

- Video and Reading resources to be assigned.

**Week 9: November 9<sup>th</sup>, 2020**

Topics:

- Foundation and Tools for Management Decision Making

Reference Material

- Video and Reading resources to be assigned.

**Week 10: November 16<sup>th</sup>, 2020**

Topics:

- Using Budgets for Planning, Coordination, and Control

Reference Material

- Video and Reading resources to be assigned.

**Week 11: November 23<sup>rd</sup>, 2020**

Topics:

- Using Budgets for Planning, Coordination, and Control

Reference Material

- Video and Reading resources to be assigned.

## Week 12: November 30<sup>th</sup>, 2020

FINAL EXAM ASSESSMENT @ 7:00 PM

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her McMaster email.

## Additional Resources

### Authenticity/Plagiarism Detection

In this course we will be using a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their work electronically either directly to Turnitin.com or via Avenue to Learn (A2L) plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty. Students who do not wish to submit their work through A2L and/or Turnitin.com must still submit an electronic and/or hardcopy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com or A2L. **All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). To see the Turnitin.com Policy, please go to the [academic integrity website](#).