

COURSE OUTLINE

SOC SCI 2AC3 (Winter 2018)

Financial & Managerial Accounting for Social Science Students

Day of the Week: Thursday = 7:00 - 10:00 pm

Classroom Location: Building – **T13**
Room - **125**

McMaster University
Faculty of Social Sciences

Professor: Carlo Avolio, CPA, CGA
Office: KTH Room 208

Email: avolioc@mcmaster.ca
Office Hours: Thursday 6:00 - 7:00
(by appointment only)


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 Prerequisite:

Registration in Level II or above of a program in the Faculty of Social Sciences. *Not open to students with credit or registration in Commerce 2AA3, 2AB3.* Grade 11 M or U Math is recommended.

Required Textbooks:

ISBN	Textbook Title & Edition	Author & Publisher
10 Digit ISBN – 1260192903	Financial & Managerial Accounting  Access Code Included	Phillips, Libby, Libby, Mackintosh 4 th Edition Brewer et al, 5 th Edition
13 Digit ISBN - 9781260192902		

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:


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

Week #	Subject Topics Covered	Readings Pages
1	Introduction	
2	Business Decisions and Financial Accounting	2 - 45
3		
4	The Balance Sheet	46 - 99
5		
6	The Income Statement	100 - 153
7		
8	Measuring & Evaluating Financial Performance	208 - 255
9		
10	Cost Concepts	256 - 313
11	Budgeting	314 - 400
12		
13	Standard Costs & Variance Analysis	400 - 749

Evaluation Components:

Assessment Activity	% Grade	Due Dates
Via  Online Practicum Assessments 6 @ 5% each (a) – see below	30%	Practicum # 1 (Financial) - Saturday, January 20 th Practicum # 2 (Financial) - Saturday, February 3 rd Practicum # 3 (Financial) - Saturday, February 10 th Practicum # 4 (Managerial) - Saturday, March 10 th Practicum # 5 (Managerial) - Saturday, March 17 th Practicum # 6 (Managerial) - Saturday, March 29 th
Via  Online Quiz Assessment - 1 @ 10% (a) – see below	10%	Saturday, March 3 rd
1– Group Project Assignments (b) – see below	25%	Saturday, March 22 nd
FINAL EXAM	35%	TBA
Total	100%	

- (a) **No extensions** will be granted for online  assessments. 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. All work is due on the date stated at **11:50 am**.

Our course uses the  platform throughout the course. It is the student's responsibility to ensure that you 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 issues MUST BE addressed with McGraw Hill at 1-800-565-5758

- (b) **A Late Submission for the Group Assignment** will be assessed a 5% deduction each day in the overall weight of the evaluation. For example the written Group Project is worth 25% of your mark, if it is submitted 2 days late the project for your whole group will now be worth 15% ($25\% - (2 \text{ days} * -5\%) = 15\%$).

For the group assignment please include a title page with your name, student number and email address, the topic title of the assignment and the date submitted. Submissions may be delivered through the Dropbox in Avenue2Learn.

Group Assignment: ALL students in the group must be contributing members of that assignment. The expectation is that each student will be an active and respectful member of their group, and contribute to the assignment in a fair and equitable way.

Class Participation and Engagement: 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.

The success of this course depends on you! And students who are most successful in this course fulfill these expectations, and engage in all aspects of the course!

Policy for Returning Assignments/Posting Grades: In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow the return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; all tests and assignments must be returned directly to the student.

And since it is important for student learning and skills development that students receive feedback on their assignments as they progress through the course, you can expect to receive feedback (comments and a grade) on each of your assignments in a timely fashion. This will allow you the opportunity to see how you performed on each assignment and time to discuss any questions you might have with your instructor.

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 when submitting the assignments for return by mail (for final capstone assignment only); and
4. submit/grade/return papers electronically.

Grades for assignments may only be posted using the last 5 digits of the student number as the identifying data. Final grades for the course will be posted on MUGSI.

UNIVERSITY POLICY ON ACADEMIC DISHONESTY:

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. 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, located at <http://www.mcmaster.ca/academicintegrity>

The following illustrates three forms of academic dishonesty:

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

A NOTE ABOUT THE USE OF AVENUE TO LEARN IN THIS COURSE:

In this course we will be using Avenue to Learn for the online components of the course. 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 this with the course instructor.

A NOTE ABOUT THE USE OF TURNITIN.COM IN THIS COURSE

In this course we may be using a web-based service (Turnitin.com) to reveal plagiarism. If announced by the Instructor, students will be expected to submit their work electronically to Turnitin.com as well as in hard copy so that it can be checked for plagiarism. Students who do not wish to submit their work to Turnitin.com must still submit a hard copy of their work to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com policy, please go to www.mcmaster.ca/academicintegrity

FACULTY OF SOCIAL SCIENCES 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 to 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, the instructor may not reply at his or her discretion.

McMaster Student Absence Form (MSAF):

This on-line self-reporting tool is for undergrad students to report one absence of up to 3 days per term.

The MSAF gives you the ability to request relief for any missed academic work during that one absence (that is less than 25% of the course grade). Please note: this tool cannot be used during any final examination period.

You may submit only 1 MSAF per term. This form should be filled out as soon as possible before you return to class after your absence. It is YOUR responsibility to follow up with your instructor immediately (within 48 hours of submitting the MSAF) in person or by email regarding the nature of the relief that is possible for the missed work.

If you are absent more than 3 days or exceed 1 request per term, are absent for a reason other than medical, or have missed work worth 25% or more of the final grade, you **MUST** visit the office of the Associate Dean in your Faculty. You may be required to provide supporting documentation to the Faculty office. You must **NOT** submit any medical or other relevant documentation to your instructor. Your instructor may **NOT** ask you for such documentation. All documentation requests will only come from the Faculty office.

Access Copyright Regulations:

McMaster University holds a licensing agreement with Access Copyright, the Canadian Copyright Licensing Agency. Information on current regulations for copying for education purposes can be found at the following website: <http://www.copyright.mcmaster.ca/>

Student Accessibility Services (SAS) *formerly Centre for Student Development (CSD)*:

If you have an accommodation letter from SAS, you are required to provide a copy of that letter to your instructor. Please be sure that you arrange academic accommodations through SAS as early as possible in order that the instructor can receive the accommodation letter as early as possible in the term.

What are my responsibilities as a student registered at SAS?

Students are responsible to identify themselves to Student Accessibility Services on an annual and regular basis in order to receive accommodations and services. Students are responsible for:

- meeting their SAS Program Coordinator prior to, or at the start of each academic term (September, January and summer sessions);
- providing their SAS Program Coordinator with relevant and professional medical or psychological documentation;
- notifying their SAS Program Coordinator if courses are dropped or added, or if accommodations require a change;
- meeting with individual course instructors to discuss specific needs in relation to the course and their disability; and
- providing the course instructor with their accommodation letter from SAS.

For more information, see the SAS website: <http://csd.mcmaster.ca/sswd/faqs.html>

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