



BUAD 280 – Introduction to Financial Accounting

Course Syllabus

Fall Semester 2016

Sections: 14516 and 14518; Location – JFF 233

Class Sessions – Monday and Wednesday, with exams and lab sections on Fridays (and one Saturday)

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Course Description

This is an introduction to accounting course for undergraduate students whose majors require: understanding the impacts business transactions have on organizations; knowledge of basic accounting principles and techniques; and the ability to leverage the variety of information the accounting discipline provides managers, owners and other stakeholders. The primary focus of the course is the development, presentation and understanding of financial accounting information useful to a variety of stakeholders when analyzing results and supporting decisions related to business operations and financial position, cash flows, income generation, asset acquisition, and financing activities.

Learning Objectives

Upon completion of this course, you should be able to:

- Demonstrate an understanding of the key principles and assumptions used by accountants when providing information to management and other stakeholders by answering questions and solving problems. *(Marshall Learning Goal 1.1, 3.2, 3.3, 3.4)*
- Demonstrate an understanding of Generally Accepted Accounting Principles and their impact on the conduct of management and business leaders by answering questions and solving problems. *(Marshall Learning Goal 5.1)*
- Explain how management, other stakeholders and the business community use key sections of the balance sheet, income statement and statement of cash flows to make decisions by evaluating business transactions, preparing financial statements and analyzing relevant financial statement information. *(Marshall Learning Goal 2.2, 3.2, 3.3, 3.4, 4.2)*
- Analyze the cash impact of business transactions by creating a statement of cash flows from a series of transactions and account balance changes. *(Marshall Learning Goal 3.2, 3.3, 3.4, 4.2)*
- Evaluate the impacts of accrual based accounting and management decisions on financial statement presentation and stakeholder choices by analyzing a variety of business activities / scenarios and developing journal entries. *(Marshall Learning Goal 3.2, 3.3., 3.4, 4.1)*
- Describe a business operating cycle and demonstrate the impact of various operating activities by applying accounting principles and techniques to produce journal entries, develop appropriate adjustments, and produce a multi-step income statement in good form. *(Marshall Learning Goal 1.1, 3.2, 3.3, 3.4)*
- Describe a business financial position and demonstrate the impact of various financing and investing activities by applying accounting principles and techniques to produce journal entries, develop appropriate adjustments, and produce a classified balance sheet in good form. *(Marshall Learning Goal 1.1, 1.2, 3.2, 3.3, 3.4)*
- Evaluate the general financial performance of an organization and the impact of management decisions on financial results by analyzing a variety of financial ratios and

developing an opinion on potential employment by and / or investment in a large public company. (*Marshall Learning Goal 3.2, 3.3, 3.4, 5.2*)

- Demonstrate the ability to leverage technology to generate and analyze accounting information by leveraging basic financial accounting systems to record and report financial accounting data and spreadsheets to develop and analyze financial accounting information. (*Marshall Learning Goal 1.4, 3.2, 3.3, 3.4*)

To achieve these learning objectives, a combination of background reading, interactive discussion / lecture and practice problems will be utilized. Please note, the most important word in the sentence above is “interactive.” The reason is that research on learning indicates it is very difficult to gain anything more than a superficial understanding of material without practice and feedback. Therefore, you should expect our class sessions to incorporate a substantial amount of both.

To demonstrate your achievement of the learning objectives stated above: 1) you will be required to demonstrate your knowledge by individually working problems during quizzes and exams; and 2) you may be asked to complete in class group assignments on an ad hoc basis at the professor’s discretion.

Required Materials

The following book is available in the bookstore:

- Harrison, W.T., Horngren, C.T., Thomas, C.W, Tietz, W.M., (2017). *Financial Accounting + MyAccountingLab, 11th Ed.* New York: Pearson (978-0-134-41736-3)

As an alternative, it is recommended you consider purchasing the eText book and lab access (978-0-134-16057-3), which can be obtained directly from the publisher at a substantial discount.

Lastly, feel free to purchase the book online as this can also result in substantial cost savings. However, if you choose to purchase the book online, please be aware that you: 1) are responsible for making alternative arrangements for completing all readings and advance preparation until the books arrive; and 2) may need to purchase *MyAccountingLab* (978-0-134-16059-7) separately.

MyAccountingLab

Homework for this course must be completed online using *MyAccountingLab*. Please register for an account using the course ID for your section (sent to you via email). Homework must be submitted by the due date in order to receive full credit. *MyAccountingLab* is also a great resource for extra practice as you prepare for the quizzes and exams.

Prerequisites and Recommended Preparation

Although there are no formal prerequisites for this course, regularly reading a general business periodical or newspaper’s financial section will aid in your business education. To this end, the Wall Street Journal can be purchased at a discounted student rate at www.wsjstudent.com.

In addition, you will find it helpful to bring a calculator to class to work discussion problems and in class assignments. For exams, only school provided calculators will be allowed.

Grading Policies

Your grade in this class will be determined by your relative performance on exams, quizzes (dropping the lowest one), in-class exercises, and a team presentation. The total class score will be weighted as follows:

	Weight
Exam I	25%
Exam II	25%
Final Exam	30%
Highest 2 (of 3) Quizzes	5%
Homework	5%
Participation/In-class/Excel labs	5%
Individual project	5%

After each student's weighted total points are determined for the semester, letter grades will be assigned on a curve according to Marshall School of Business grading guidelines.

Final grades represent how you perform in the class relative to other students. Your grade will not be based on a mandated target, but on your performance. Historically, the average grade for this class is about a 3.0 (i.e., a "B"). Three items are considered when assigning final grades:

1. Your score for each of the items above weighted by the appropriate factor and summed.
2. Your overall percentage score for the course.
3. Your ranking among all students in the course(s) taught by your instructor during the current semester.

The grade of "W" is allowed only if a student withdraws after the official add period and before the end of the drop period during the semester. The grade of incomplete (IN) can be assigned only if there is work not completed because of a documented illness or unforeseen emergency occurring after the drop period of the semester that prevents the student from completing the semester. An "emergency" is defined as a serious documented illness, or an unforeseen situation that is beyond the student's control, that prevents a student from completing the semester. Prior to the end of the drop period, the student still has the option of dropping the class so incompletes will not be considered. Arrangements for completing an IN must be initiated by the student and agreed to by the instructor prior to the final examination. All work required to replace the IN with a final grade must be completed within one calendar year from the date the IN was assigned. If the student does not complete the work within the year, the IN will automatically be converted to a grade of F.

Assignments and Grading Detail

Expectations regarding your performance on exams, quizzes, in-class exercises and the team presentation are as follows:

Homework

You will be using MyAccountingLab to complete and submit your homework assignments. The assignments must be done individually. Please make sure to check the due dates – late homework will result in 0 points.

Exams

Exams may include: multiple-choice questions, short answer / brief essay questions, exercises, and problems. Preparing for exams involves dedication and ends only when you can: 1) identify the relevant issues in a given business situation; 2) analyze the data and transform it into information to be used in a comprehensive answer; and 3) explain what you did using techniques demonstrated in class. The best bet for success involves a number of steps. First, is making sure you do the advanced preparation for each class session. Second is reworking problems done in class and trying other / additional problems. Third is making sure you ask questions in a real-time manner to solidify your understanding of the material as we go, rather than trying to 'get it' right before an exam. Remember, on exams you will be required to perform all work (e.g., problem setup, solution generation, and answer presentation) on your own.

The exam dates for this fall are as follows:

Exam I	Friday	September 23 rd (8:00 AM – 9:45 AM)
Exam II	Saturday	October 29 th (10:00 AM – 11:45 PM)
Final exam	Friday	December 9 th (8:00 AM – 10:00 AM)

During the semester, each exam will be returned no more than one week after it has been given. After each test is returned, there is a one-week reflection period and then you will have one week to discuss your grade. After this time, grades on tests become final. All other grades are final once given.

The Leventhal School of Accounting policy is exams should not be missed unless there is a very serious emergency AND it can be properly documented. In addition, to the extent possible, you must inform the instructor of the emergency prior to the exam (it is understood this is not always possible). If you miss an exam for something other than a serious emergency and / or you cannot

provide documentation, you will receive a zero grade for the exam. If there is a serious emergency, you can provide proper documentation and (when possible) have notified me before the exam, a substitute grade will be calculated based on the normalized average of your remaining future exams.

The final exam must be taken at the scheduled time unless an incomplete contract has previously been approved according to Leventhal School of Accounting guidelines.

Excel Labs

There are 3 Excel lab sessions scheduled for this semester. The dates for the lab sessions are as follows:

Lab I	Friday	September 9 th	(8:00 AM – 9:45 AM)
Lab II	Friday	October 14 th	(8:00 AM – 9:45 AM)
Lab III	Friday	November 11 th	(8:00 AM – 9:45 AM)

Attendance and participation is mandatory. The labs will teach you “best practices” of Excel-based financial modeling (and will be fun!). You must bring a laptop with Microsoft Excel installed on it to each lab session. If you do not have a laptop with Microsoft Excel, please speak with your instructor at least a week before the first lab date.

Quizzes

Quizzes may include multiple-choice questions, exercises and problems. They will be given one ‘class week’ before each exam (including the final) and are designed to prepare you for the upcoming exam. Preparing for quizzes is facilitated by keeping up with the work in class, reworking problems we have done in class, and trying other problems. No make-up quizzes will be given as only the three highest raw scores are used to generate the quiz component of the total score.

In-class Exercises

At various points during the semester, unannounced exercises will be introduced to provide students with examples of kind of material they should expect to see on exams. These exercises can be completed by ad hoc groups, of four members or less, using any course materials present (i.e., open book / open notes). Points are earned by students completing the exercise based on the proper application of the techniques covered during class discussion. No make-ups or alternative assignments will be accepted.

Participation

While I highly encourage class participation by all students, the participation portion of your grade will be determined in a very specific manner. On blackboard each student will be required to sign-up for two class session where they will be ‘on-call.’ On those days you will be expected to answer questions related to the required material required. You may be asked to work through some of the homework problems, or answer similar questions based on the material. I do not anticipate you will always have completely thought out answers to all the questions. As long as you demonstrate that you have prepared and have a relevant contribution you will receive full points.

I realize that schedules change and issues arise so you are allowed to change your day with another member of the class if you find that you cannot make the slot you had previously signed up for. I just need to be notified in advance so that you will not lose credit for non-participation.

Individual Project

The Individual Project will be handed out during the semester. It is a research-based assignment requiring you to produce a report answering specific questions about a public company. In addition, you will leverage Excel-based models to evaluate the company's performance over the last several years. You will document your results by delivering a professional / high quality copy of the report as indicated in the class schedule.

MARSHALL GUIDELINES

Learning Goals

In this class, emphasis will be placed on the USC Marshall School of Business learning goals as follows:

Goal	Description	Course Emphasis
1	Our graduates will understand types of markets and key business areas and their interaction <i>to effectively manage different types of enterprises.</i>	High
2	Our graduates will develop a global business perspective. They will understand how local, regional, and international markets, and economic, social and cultural issues impact business decisions <i>so as to anticipate new opportunities in any marketplace.</i>	Low
3	Our graduates will demonstrate critical thinking skills, <i>so as to become future-oriented decision makers, problem solvers and innovators.</i>	High
4	Our graduates develop people and leadership skills to promote their effectiveness as <i>business managers and leaders.</i>	Low
5	Our graduates will demonstrate ethical reasoning skills, understand social, civic, and professional responsibilities <i>and aspire to add value to society.</i>	Medium
6	Our graduates will be effective communicators <i>to facilitate information flow in organizational, social and intercultural contexts.</i>	Low

Add / Drop Process

Students may drop via Web Registration at any time prior to Friday, November 11th. Please note that if you drop after September 9th your transcripts will show a W for the class. Students may add the class as space becomes available via Web Registration through Friday, September 9th.

Dates to Remember:

Last day to add classes or to drop with a refund	Friday – September 9 th
Last day to drop without a "W" or to change enrollment from P/NP to Letter Grade	Friday – October 7 th
Last day to drop with "W"	Friday – November 11 th

Retention of Graded Coursework

Graded work that has not been returned to you will be retained for one year after the end of the semester. Any other materials not picked up by the end of the semester will be discarded after final grades have been submitted.

Technology Policy

Laptop and Internet usage is not permitted during academic or professional sessions unless otherwise stated by the professor. Use of other personal communication devices, such as cell phones, is considered unprofessional and is not permitted during academic or professional sessions. Upon request, all electronic devices in your possession (e.g., cell / smart phones, tablets, laptops, etc.) must be completely turned off and / or put face down on the desk in front of you. In addition, at certain times (i.e., during exams), you might also be asked to deposit your devices in a designated area in the classroom. Video recording of faculty lectures is not permitted due to copyright infringement regulations. Audio recording is only permitted if approved in advance by the professor. Use of any recorded or distributed material is reserved exclusively for the USC students registered in this class.

Recordings

No student may record any lecture, class discussion or meeting with the professor without the professor's prior express written permission. The word "record" or the act of recording includes, but is not limited to, any and all means by which sound or visual images can be stored, duplicated or retransmitted whether by an electro-mechanical, analog, digital, wire, electronic or other device or any other means of signal encoding. The professor reserves all rights, including copyright, to lectures, course syllabi and related materials, including summaries, PowerPoints, prior exams, answer keys, and all supplementary course materials available to the students enrolled in this class whether posted on Blackboard or otherwise. They may not be reproduced, distributed, copied, or disseminated in any media or in any form, including but not limited to all course note-sharing websites. Exceptions are made for students who have made prior arrangements with DSP and the professor.

Statement for Students with Disabilities

Students requesting test-related accommodations will need to share and discuss their DSP recommended accommodation letter/s with their faculty and/or appropriate departmental contact person at least **three weeks** before the date the accommodations will be needed. Additional time may be needed for final exams. Reasonable exceptions will be considered during the first three weeks of the semester as well as for temporary injuries and for students recently diagnosed. Please note that a reasonable period of time is still required for DSP to review documentation and to make a determination whether a requested accommodation will be appropriate.

The Office of Disability Services and Programs (www.usc.edu/disability) provides certification for students with disabilities and helps arrange the relevant accommodations. Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to your TA) as early in the semester as possible. DSP is located in GFS (Grace Ford Salvatori Hall) 120 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776. Email: ability@usc.edu.

Statement on Academic Conduct and Support Systems

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. *SCampus*, the Student Guidebook, (www.usc.edu/scampus or <http://scampus.usc.edu>) contains the University Student Conduct Code (see University Governance, Section 11.00), while the recommended sanctions are located in Appendix A.

Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: <http://www.usc.edu/student-affairs/SJACS/>. Failure to adhere to the academic conduct standards set forth by these guidelines and our programs will not be tolerated by the USC Marshall community and can lead to dismissal.

Academic Conduct

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Section 11, Behavior Violating University Standards (<https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/>). Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct (<http://policy.usc.edu/scientific-misconduct/>).

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the Office of Equity and Diversity (<http://equity.usc.edu/>) or to the Department of Public Safety (<http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us>). This is important for the safety whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. The Center for Women and Men (<http://www.usc.edu/student-affairs/cwm/>) provides 24/7 confidential support, and the sexual assault resource center webpage (sarc@usc.edu) describes reporting options and other resources.

Support Systems

A number of USC’s schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the American Language Institute (<http://dornsife.usc.edu/ali>), which sponsors courses and workshops specifically for international graduate students. The Office of Disability Services and Programs (http://sait.usc.edu/academicssupport/centerprograms/dsp/home_index.html) provides certification for students with disabilities and helps arrange the relevant accommodations.

Emergency Preparedness / Course Continuity

If an officially declared emergency makes travel to campus infeasible, USC Emergency Information (<http://emergency.usc.edu/>) will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology. USC’s Blackboard learning management system and support information is available at blackboard.usc.edu.

For additional information, you may use any of the following:

USC Emergency – (213) 740-4321
USC Emergency Information – (213) 740-9233
USC Information – (213) 740-2311
KUSC Radio – 91.5 FM

Schedule of Classes and Homework Assignments

Session	Date	Topic	Reading Assignments*	HW Assignments*
1	8/22	Course Introductions / The Financial Statements`	CH 1	S1-6, S1-9, E1-19A, E1-22A, E1-24A, E1-25A
2	8/24	The Financial Statements / Summary of GAAP	CH 1	
3	8/29	Transaction Analysis	CH 2	S2-1, S2-2, P2-61A (Req.1)
4	8/31	Transaction Analysis	CH 2	
5	9/5	Labor Day		TBD
6	9/7	Transaction Analysis	CH 2	P2-62A (Req. 1 & 2), E2-34B
Lab	9/9	Excel lab: Chapter 1: Linking financial statements	8:00 – 9:50 AM	
7	9/12	Accrual Accounting & Income	CH 3	S3-6, E3-33B, S3-8, P3-62S
8	9/14	Accrual Accounting & Income	CH 3	
9	9/19	Accrual Accounting & Income	CH 3	P3-64A, E3-26A
10	9/21	Exam Review	CH 3	
Exam	9/23	Exam I (Sessions 1 – 10)	8:00 – 9:50 AM	
11	9/26	Exam Debrief/Short-Term Investments & Receivables	CH 5	S5-4, S5-5, S5-6, E5-18A
12	9/28	Short-Term Investments & Receivables	CH 5	E5-19A, E5-22A, E5-23A
13	10/3	Short-Term Investments & Receivables	CH 5	E5-31B, E5-17A
14	10/5	Inventory & Cost of Goods Sold	CH 6	S6-3, S6-4, E6-19A, S6-10, E6-23A, S6-11, S6-16
15	10/10	Inventory & Cost of Goods Sold	CH 6	
16	10/12	Plant Assets, Natural Resources, & Intangibles	CH 7	E7-21A, E7-22A, S7-3, E7-23A
Lab	10/14	Excel lab: Chapter 7: Depreciation schedules	8:00 – 9:50 AM	
17	10/17	Plant Assets, Natural Resources, & Intangibles	CH 7	E7-25A, S7-12, E7-27A
18	10/19	Plant Assets, Natural Resources, & Intangibles	CH 7	E7-28A, E7-29A
19	10/24	Time Value of Money/Financial Statement Analysis	CH 8 Ch13	S8-20, S8-21, S13-1, S13-2
20	10/26	Exam Review		TBD
Exam	10/29	Exam II (Sessions 11 – 20)	10:00 AM – 11:50 AM	
21	10/31	Exam Debrief/Financial Statement Analysis	CH 13	S13-3, S13-4, E13-21A
22	11/2	Liabilities	CH 9	E9-20A, S9-6, S9-7
23	11/7	Liabilities	CH 9	E9-13A, E9-32A
24	11/9	Liabilities	CH 9	
Lab	11/11	Excel lab: Chapter 9: Bond amortization schedule	8:00 – 9:50 AM	
25	11/14	Stockholders' Equity	CH 10	S10-1, S10-3, S10-4, S10-5), S10-9, S10-11, S10-12
26	11/16	Statement of Cash Flows	CH 12	S12-1, S12-6, E12-17A
27	11/21	Statement of Cash Flows	CH 12	S12-5, E12-18A, E12-20A
28	11/23	Thanksgiving Break		Eat turkey or Tofurky

29	11/28	Statement of Cash Flows	CH 12	S12-9, S12-10, S12-13, E12-25A
30	11/30	Final Exam Review	CH 13	Individual Project Due
Exam	12/9	Final Exam (Cumulative, except for CH 13)	8:00 – 9:50 am	

** Harrison, Horngren, Thomas, Tietz*

Extra Practice Problems

<i>Chapter</i>	<i>Topic</i>	<i>Suggested Extra Practice</i>
1	Introduction/Financial Statements	P1-61A, P1-66B
2	Transaction Analysis	P2-63A, P2-66B, P2-68B
3	Accrual Accounting & Income	E3-38B, P3-60A, P3-61A
5	Short-Term Investments & Receivables	P5-62B, P5-63B
6	Inventory & Cost of Goods Sold	P6-64A, P6-73B
7	Plant Assets, Natural Resources, & Intangibles	P7-67A, P7-69A (Req.1), P7-81B (Req. 1 and 2)
8	Time Value of Money	E8-32A, E8-43B
13	Financial Statement Analysis	E13-22A, E13-23A
9	Liabilities	P9-74A, P9-83A
10	Stockholders' Equity	E10-41B, S10-42B, P10-76A
11	Statement of Cash Flows	P12-60A, P12-62A, P12-65A