

**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**ACCT 410X: ACCOUNTING CONCEPTS AND FINANCIAL REPORTING**

<b><u>Section</u></b>	<b><u>Meeting Days</u></b>	<b><u>Class Meeting Time</u></b>	<b><u>Classroom Location</u></b>
14091R	Monday & Wednesday	10:00 am to 11:50 am	ACC 236
14090R	Monday & Wednesday	2:00 pm to 3:50 pm	ACC 201

Class duration August 26, 2024 to December 16, 2024

Units 4.0

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### **Course Description and Objective**

This course, ACCT 410X, is an introduction to accounting to enable students to develop: (i) financial literacy, (ii) an understanding of the impacts that business transactions have on organizations, (iii) knowledge of basic accounting principles and techniques, (iv) and the ability to interpret the variety of information that financial statements provide managers, owners and other stakeholders. An important focus of the course is to develop strong literacy in using the language of business—accounting. This course will also include the development of skills necessary to read and interpret financial statements. Students will learn how to analyze results related to business operations and financial position, cash flows, income generation, asset acquisition, and financing activities. Finally, this course will provide students with exposure to financial statement analysis as a means to further strengthen their skills in interpreting financial information.

Financial accounting is the measurement of economic activity for business. Financial statements are a key product of this measurement process and an important component of a company's financial reporting activities. One of the objectives of this course is to help each student develop into an informed user of financial statement information.

To become an informed user of financial accounting information, this course will also cover topics associated with financial statement analysis, and managerial accounting.

### **Learning Objectives**

Upon successful completion of this course, students will be able to:

1. Demonstrate fluency in financial literacy and using accounting terminology.
2. Demonstrate an understanding of the key components of financial statements and how the financial statements interrelate.
3. Demonstrate an understanding of the role of assumptions and management's judgment in the preparation of financial statements.
4. Analyze the cash impact of business transactions from reviewing the statement of cash flows, and the cash flow metric of free cash flow.
5. Demonstrate the ability to perform cost analysis using fixed and variable cost and an understanding of breakeven analysis.

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**Course Activities**

**The course will utilize a variety of different structures and activities:**

- This course will use a Cambridge Publishers E-Book and MybusinessCourse.com. The textbook is an e-book that must be purchased through the link and instructions on Brightspace. The textbook contains required reading materials and homework assignments.
- This course will also use various articles, lectures notes and other materials. These materials will be posted on Brightspace.
- Class sessions may involve professor lectures, one-on-one interactions, quizzes, homework, out of class assignments, team presentations, guest speakers, and examinations.
- The course will utilize videos and other materials from third parties.
- Please see the Exhibit Index

**Exhibit A – Class Session Topic Schedule**

**Exhibit B – Schedule of Quizzes**

**Exhibit C – Homework Assignments by due date**

**Exhibit D – Schedule of Team Presentations**

**This course will require a significant amount of reading and homework outside of the classroom in order for the student to be successful. Please carefully read all of the EXHIBITS for the detailed reading and homework assignments. If you are unsure if something is due, then please ask for help. Not turning in an assignment because of confusion regarding the syllabus will not be considered a valid reason.**

The professor reserves the right to alter the syllabus, course calendar and/or the timing of any assignment, quiz, or examination. Students should read the syllabus carefully and should bring any syllabus questions to the professor prior to the due date of a class activity, assignment, etc. Students will be given appropriate written notice of any change to the course calendar or class sessions. Any change to the syllabus will be communicated and documented by an announcement to all students in writing.

**Communication is essential to the success of business and in this course. You should review the announcements on Brightspace on a regular basis. Please set your Brightspace notifications to receive all announcements as they are posted. The announcement feature is a key area of communication from the professors to students.**

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**Office Hours**

Office hours are one of the things that I most enjoy about serving as a professor. I hope to meet with all of you. I intend to have both in-person office hours and Zoom meeting office hours.

**Reservations for Office Hours**

- Reservations to meet with me in office hours are important. Historically, my office hours get filled very quickly. I use Calendly as a scheduling resource for office meetings. A link for Calendly is posted on Brightspace.
- **Reservation Link:** Please see the reservation for office hours link on Brightspace. Next, select either the In Person or the Zoom Office Hours link to schedule Office Hours. The link will give you access to Calendly. Calendly has many helpful features and will show my availability for scheduled in-person and Zoom office hours meetings.
- Students are welcome to drop in for in-person office hours. However, I will honor appointments and give time preference to students who have appointments. Students are required to make appointments for Zoom office hours. Students should email me for mutual availability if an **alternative office hour meeting** is desired or if my schedule shows no availability.

**In-person office hours – scheduled**

- Location: B4 in the Leventhal Building
- Mondays and Wednesdays 8:00 – 10:00 am and 1:00 pm – 2:00 pm, potentially later, by appointment.
- Tuesday is by appointment only. Please contact me at least 24 hours in advance. Please use Calendly to schedule your Tuesday office hour appointment. The meetings on Tuesdays will be by Zoom.
- Drop-in appointments are welcome, but I always give preference to students who have an appointment.
- Please use Calendly to make a reservation.
- If a student needs in-person office hours other than at the time above, please email me and let's try and find a mutually convenient time to meet. I will do my best to make time for you.

**Zoom office hours – Zoom Office hours will be made by appointment on Calendly**

- **Reservation Link:** Please see the reservation for Office Hours Link on Brightspace. Then select the Zoom Office Hours link to schedule Zoom Office Hours. **The Link will give you access to Calendly. I use Calendly to schedule Zoom Office Hours.**
- **Please use Calendly** to schedule an appointment to meet with me via Zoom. Calendly will show the availability of my schedule and will provide a Zoom link when you schedule the meeting.
- **For Tuesday appointments, you must schedule the Zoom appointment at least 24 hours in advance of the meeting start time.**

**Additional unscheduled office hours meetings**

- Additional office hours and meetings will be scheduled in person, by Zoom or by phone call as are mutually convenient.
- Please do not hesitate to request an appointment if scheduled office hours are not available.
- Students are encouraged to contact me (via email) to set up appointments for potential meetings at times other than the scheduled office hour times shown in the syllabus or in Calendly. I will try and accommodate a mutually convenient time to meet.

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**Required Textbooks, Materials and Tools**

A. **Textbook-** The following eBook will be used in this course:

**Financial Accounting for Decision Makers, 3<sup>rd</sup> Edition**

- *Author:* Mark DeFond
- Published by Cambridge Business Publishers (“CBP”)
- This text and materials are also referred to as MBC
- ISBN 987-1-61853-443-9

**It is a requirement to use the eBook and the online resources of CBP. The steps to sign-up are provided on Brightspace in “textbook signup and help resources.”**

B. **Brightspace:** Students are required to be able to access and use Brightspace.

*If you have any questions or need assistance with the Brightspace Course Pages, please contact the Marshall HelpDesk at 213-740-3000 (option 2) or [HelpDesk@marshall.usc.edu](mailto:HelpDesk@marshall.usc.edu).” Alternatively, (213) 740-5555 will get you the USC ITS Help Desk.*

C. **Other course materials:** other course materials and resources will be posted on Brightspace.

D. **Tools and Technology:** A computer with modern capabilities is critical for success in this course. A student’s computer should have the capability to access to the Cambridge Business Publisher System with sufficient bandwidth, to utilize all the following:

- Microsoft Office suite of product (Word, Excel, PowerPoint)
- A Cambridge Business Publishing (CBP) Account

E. **Additional course materials are an important part of the course, including:**

- Lecture notes and presentations and other instructor-provided materials
- Team Assignments and Presentations
- Articles of various authors posted on Brightspace
- Video material posted on Brightspace
- **Any material posted on Brightspace or on CBP is eligible to be included on any quiz or examination, even if not discussed in class.**

**Technology Requirements**

The lecture presentations, links to articles, and homework assignments are located on Brightspace. To participate in learning activities and complete assignments, you will need:

- Access to a working computer that has a current operating system with updates installed
- A computer with the ability to access your Cambridge Business Publisher System account
- Reliable internet access and a USC email account
- A current internet browser that is compatible with Brightspace
- Microsoft Word or something similar as your word processing program
- Reliable data storage for your work, such as a USB drive or Office365 OneDrive cloud storage

Students may bring laptop computers or computer pads to class meetings on dates where no quiz or exam is scheduled. Cell phones are not permitted to be used in class at any time. If a student would like an exception to use their cell phone they must receive written permission from the professor prior to the start of class.

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**Minimal Technical Skills Needed**

Minimal technical skills are needed in this course. The minimal technical skills include the ability to:

- Organize and save electronic files
- Use USC email and attached files
- Check email and notifications and announcements on Brightspace daily
- Access and use Cambridge Business Publishing website
- Download and upload documents
- Locate information with a browser and be able to access and use Brightspace

**Assignments**

A schedule of the assignments is included in various exhibits to the syllabus. It is the responsibility of students to be familiar with and to complete the assignments on or before their due dates. Students should carefully read exhibits to the syllabus to have a clear understanding of what is expected. Please contact your professor if you have any confusion or concern about the assignments, prior to the due date of the assignment.

**Advance Preparation Materials**

Readings will consist of chapters from the eBook, lecture slides, articles and other reading material. The eBook is available on CBP. The other readings are available on Brightspace. It is the responsibility of each student to read these materials. Time does not permit the instructor to thoroughly cover all of the material during class sessions. Students should be aware that they are responsible for understanding the material in the advance preparation materials, even if not covered specifically during class sessions. It is possible that there will be questions on quizzes, midterm examinations and the final exam from advance reading that is not specifically discussed during class time. Students should feel free to ask questions during class time regarding any concept that they are not clear or require further explanation or clarification.

**Important Dates to Remember**

The dates provided in this syllabus are based upon the current planned in-person learning environment for the Fall Semester 2024.

**Additionally, the following dates are important for students:**

Beginning of the Fall 2024 semester	August 26, 2024
Labor Day Holiday	September 2, 2024
Midterm #1	September 23, 2024
Midterm #2	October 21, 2024
Team Presentation #1	November 4, 2024
Veterans Day Holiday	November 11, 2024
Thanksgiving Holiday	Nov 27 – Dec 1, 2024
Team Presentation #2	December 4, 2024
Final examination	December 16, 2024

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It is critical that students review the Exhibits to the Syllabus on a regular basis. Students are responsible for knowing and complying with due dates for various requirements of this class. The Syllabus and the Exhibits are designed to ensure that all students have access to all elements of this course and the timing of the due dates.

**Exhibit A – Class session topic schedule**

**Exhibit B – Schedule of Quizzes**

**Exhibit C – Homework assignments by due date**

**Exhibit D – Schedule of Team Presentations**

If a student is confused about the timing of any assignment, the student should contact the professor in advance of the due date.

**Grading Standards**

Final grades represent how a student demonstrates mastery of the materials in the class relative to other students. It is anticipated that this course is of sufficient challenge that the average grade will be approximately 3.5 (between B+ and A-). Final grades are assigned after all assessments have been completed.

The following items are considered when assigning final grades:

- (1) Your average weighted score as a percentage of the available points for all assignments (the points you receive divided by the number of points possible);
- (2) the overall average percentage score within the class;
- (3) your ranking among all students; and
- (4) other statistical factors.

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**Graded Elements & Possible Points**

The breakdown of the possible points and corresponding percentages for graded elements are listed below:

<b><u>Graded Elements</u></b>	<b><u>Possible Points</u></b>	<b><u>Percent of Possible Points</u></b>
Professionalism	50	5%
Team Presentation #1	50	5%
Team Presentation #2	50	5%
Quizzes	100	10%
Homework Assignments	150	15%
Midterm #1	150	15%
Midterm #2	200	20%
Final Exam	250	25%
<b>Total</b>	<b>1,000</b>	<b>100%</b>

**Extra Credit, Make Up Work and Approved Exception**

Extra credit is not offered to students and is not available in this class. Students should not request extra credit from the professor as it is not available. ***Any request for extra credit work is considered unprofessional and may result in a loss of professionalism points.***

Make-up work is not available and will not be offered to students, except for specific reasons (“**Approved Exception**”).

The professor reserves the right to request and review documentation in order to approve an **Approved Exception**. Approval of an **Approved Exception** is strictly limited, but may include the following if approved in writing by the professor:

1. Student has a religious observance conflict.
2. A student is suffering from illness or injury that does not allow for safe class participation or course work.
3. Student athletes who are representing USC or the USA in an official capacity. This approval includes athletes, trainers, managers, members of the Band, Song Girls, Dance Squad, Cheerleaders or any student who is representing USC or the USA in a USC approved competition.
4. An emergency arises. An “emergency” is defined as a serious, and an unforeseen situation, which is beyond the student’s control, that requires the student’s immediate attention.
5. Students who join the course after it has started will have an opportunity to make up quizzes and professionalism points that they missed prior to joining the class, if they make a written request to the professor for make-up work within 2 calendar days of joining the class.
6. A critical family situation where the student’s attendance is mandatory. These limited situations include: (1) funerals and memorial services, (2) weddings of family members and close friends and (3) the serious illness of a close relative or immediate family member.

Students must inform the professor prior to the class, if they are aware that they will be experiencing a known **Approved Exception**. Students experiencing an illness, or an emergency should communicate as soon as practical. Students who miss an assignment, quiz, or examination, will earn zero points unless they have an **Approved Exception**. Students who miss a midterm examination because of an **Approved Exception** will potentially be offered the opportunity to take an alternative exam or to add the possible points relating to the missed exam to the final exam, subject to the approval of both the professor and the

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Marshall School. Students who miss the final exam with an **Approved Exception** will be offered the opportunity to take the class as an incomplete.

**Professionalism total points to be earned 50 or 5% of the total**

Professionalism is important in this course. It is expected that students will be polite, respectful, and courteous to others. Additionally, students are expected to abide by the behavior criteria in the various policies presented within this Syllabus. Students are expected to act in a professional manner. Failure to act professionally will either result in zero points earned or negative points (i.e., a reduction of previous points earned).

Professionalism in the business world requires communication in advance if you are unable to attend a meeting. Missing a business appointment without prior communication is unprofessional behavior. Class attendance in this course is similar to a business meeting. If you cannot attend a class, for any reason, then you are required to communicate to the professor that you will miss class. Students who communicate, by email, **no less than 15 minutes** prior to start of class that they will miss a class, are demonstrating professionalism and will earn professionalism points for that class session.

If a student is absent from a class session, and does not communicate, by email, **at least 15 minutes prior** to the start of the class session, then the student has not demonstrated professional behavior and will not earn professionalism points for that class. Students attending class must initial the attendance sheet provided for each class to be eligible to earn professionalism points. It is each student's responsibility to obtain and sign the attendance sheet. If a student attending class does not initial the attendance sheet, they will not earn points for professionalism. Please do not ask the professor to forgive the failure to sign the attendance sheet.

**Unprofessional Behaviors**

Examples of unprofessional behaviors include but are not limited to the following:

- Requesting extra credit work from the professor
- Disruptive, negative, hurtful, or demeaning behaviors or comments directed to anyone in class
- Using profanity in the classroom
- Signing the attendance sheet for another student
- Speaking or texting on an electronic device during class time
- Reviewing or watching non-class related materials during class sessions
- Interrupting or speaking over others
- Ignoring or not responding to questions or queries from the professor (I don't know is a perfectly acceptable answer; You will likely be asked by the professor to make a guess)
- Collaborating on a Quiz or Examination
- Cheating or violating the USC Student Conduct Code
- Missing class or arriving late to a class session without prior communication with the professor
- Not abiding by syllabus policies
- Disruptive and/or other behavior that interferes with the learning environment in the classroom

Students who do not meet the standards of professionalism or who engage in unprofessional behavior may earn zero points or negative points. Negative points for unprofessional behavior will be determined at the sole discretion of the professor and will reduce the total points previously accumulated by a student.



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**Homework Assignments 150 points or 15% of the total**

Homework is a critical component of the learning in this course. Students should be prepared to invest a meaningful amount of time each week on homework assignments. Homework assignments will be submitted through CBP. Students are free to collaborate and help one another with homework assignments, but each student must submit their own assignment. All assignments are electronically submitted, and paper submissions will not be accepted.

**Please start your homework early, as it will not be accepted if it is late even by one minute.** There is no make-up work available for missed homework assignments, Late assignments will not be graded and will not be accepted and will earn zero points unless the student has an **Approved Exception**.

Students will have multiple attempts to complete their CBP homework. CBP homework is scored based upon the submission with the highest score.

**Team Presentations 100 Points or 10% of the total**

This course will have two team presentations. Each team presentation will be worth 50 points. Each team will be assigned a publicly-traded company and will be tasked with performing analysis and presenting the results of that analysis. The detailed requirements for the presentations are detailed in Exhibit D. the presentations will be scored as follows: Oral presentation – 20 points; written presentation -30 points.

Each team presentation will have both a written presentation and an oral presentation. Each team will submit a PowerPoint presentation as the written presentation and will use the same PowerPoint as a visual for the oral presentation. Submitting more than one document will result in a point deduction.

All students on each team will earn the same points for the written presentation. **The written presentation must be received (uploaded to Brightspace) by 9:59 am on the presentation date.**

The oral presentation will be limited to no more than 12 minutes. Only students who participate in the Oral Presentation will earn points for the oral presentation. If a student misses an Oral Presentation and has an **Approved Exception**, they will have the opportunity to make-up the oral presentation points. The oral presentation will be judged on the delivery of the teams. All members of the team shall have a role in the oral presentation. Students will be provided a slide deck on appropriate presentation behaviors, “Oral Presentation Guidelines.” This slide deck will not be discussed in class; however, the oral presentations will be evaluated based on the Oral Presentation Guidelines.

**Quizzes 100 points or 10% of the total**

There will be 5 quizzes in this class. The quizzes will be administered on Brightspace. Please see **Exhibit B** for a complete listing of quizzes. All quizzes will be performed outside of class. Quizzes are to be completed individually. Quizzes must be submitted by the due date and time or will not be accepted (i.e., late quizzes will earn a zero score).

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**Rules and requirements of examinations**

The following requirements will be in effect for each examination:

- Examinations are to be completed in one sitting.
- Examinations are closed book and closed note.
- Any electronic device, except calculators, are prohibited to be used during an examination.
- Students may use a calculator without internet capabilities in performing any examination.
- Examinations will be performed on paper.
- Examinations are required to be performed individually.
- Communication (orally or in writing or electronically) with anyone while taking an examination, as well as collaboration, cooperating, coordination or assisting with other students are prohibited behaviors.
- Students who engage in prohibited behaviors will earn zero points for that examination and may be subject to further sanctions and penalties.
- Students who do not take the midterm or final exam without an **Approved Exception** will earn 0 points.

**Midterm Examinations 350 points or 35% of the total**

There are two midterm examinations scheduled in this course. Students must adhere to the rules and requirements of examinations set forth above. Examinations may cover topics from any of the materials, homework, lectures, and discussions of this course.

If a student believes that a question was incorrectly graded, the student must notify the professor on or before 7 calendar days after grades are posted on Brightspace. The professor will not entertain questions on the grading of the exam after the 7-calendar day period expires.

**Final Examination 250 points or 25% of the total**

The Final exam will be held on December 16, 2024 at 8:00 am. Students will not be able to take the Final Exam prior to the scheduled date and time. Students who miss the Final Exam because of an Approved Exception will be offered the opportunity to earn an Incomplete. Students must adhere to the rules and requirements of examinations, set forth above. All final exam results are final after the scores are posted on Brightspace. This is an individual assignment, and no communication or collaboration is allowed.

**Use of Artificial Intelligence (AI) Tools**

You should be aware that AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus, they are not yet prepared to produce text that meets the standards of this course. To adhere to our university values, you must cite any AI-generated material (e.g., text, images, etc.) included or referenced in your work and provide the prompts used to generate the content. Using an AI tool to generate content without proper attribution will be treated as unprofessional behavior and as plagiarism and reported to the Office of Academic Integrity.

**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.

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**Requesting Grade Evaluation or Student Challenges on Graded Items**

Students have the ability to challenge the grading of any item in this course provided that they do so promptly (see time requirements below) and in writing. If a student does not request a review of the graded item within the time requirements listed below, there will be no review of the item, or consideration of revising the grading, even if the student is correct. All requests for review must be done in writing,

If a student feels that an error has occurred in the grading of any element in this class, students may send an email to the professor and request that he reevaluate the grading. Students should explain carefully why the initial grading was incorrect. The grading re-evaluation process may result in positive, negative or no adjustment.

Time requirements for requesting grade re-evaluation:

**Professionalism** – Submit a written email to the professor within 5 calendar days after the points for professionalism has been posted on Brightspace.

**Homework** – Submit a written email to professor within 5 calendar days after the homework deadline.

**Quizzes** – Submit a written email to the professor within 5 calendar days after the homework deadline.

**Team Presentation** – Submit a written email to the professor by email within 5 calendar days of grades being posted on Brightspace.

**Midterm Examination** – Submit a written email to the professor by email within 7 calendar days of grades being posted on Brightspace.

**Final Examination** – Final examination grades are final after being posted to Brightspace.

**Collaboration Policy**

Study groups and study partnerships are permitted and encouraged. Working with others is often a great way to learn materials and build interpersonal skills. However, working with others is not allowed on quizzes or examinations. The collaboration policy for the various assignments is further discussed below.

**Homework Assignments**

Students may work with other students on the Homework Assignments. Each student must submit their own assignment, individually.

**Team Presentations**

Students must work with their team members on the two team assignments.

**Quizzes, Midterm Examinations and Final Examination**

Quizzes and Examinations are an **individual effort**. Students may not communicate with anyone while taking a quiz or examination, except for the professor. Students may not help others or seek assistance from anyone, including but not limited to current and former students of this course, friends and family, tutors, and online forums. Please see the rules and requirements for examinations above.

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**Emergency Preparedness**

In case of a declared emergency if travel to campus is not feasible, the USC Emergency Information website (<https://emergency.usc.edu/>) will provide safety and other information, including electronic means by which instructors will conduct class using a combination of USC's Brightspace learning management system ([Brightspace.usc.edu](https://Brightspace.usc.edu)), teleconferencing, and other technologies.

**Use of recordings**

Pursuant to the USC Student Handbook ([www.usc.edu/scampus](http://www.usc.edu/scampus), Part B, 11,12), students may not record a university class without the express permission of the instructor and announcement to the class. In addition, students may not distribute or use notes or recordings based on University classes or lectures without the express permission of the instructor for purposes other than personal or class-related group study by students registered for the class. This restriction on unauthorized use applies to all information that is distributed or displayed for use in relationship to the class.

**The importance of course evaluations**

The student course evaluations are valuable. This course is continuously improved, based on feedback from students and instructor observations.

**Classroom Policies**

This course is planned to be offered as an in-person course. Students are expected to be in attendance in the classroom and actively participating. USC, in its sole discretion, reserves the right to exercise its judgment to change a portion of the course meeting dates or all of the course meeting dates in this class to be virtual (online). Should USC determine certain meeting dates in this course will be held virtually, then those class meeting sessions will be held virtually using Zoom or another technology. Written communication will be made to all students informing them of any changes to how the course will be conducted.

However, the course is not planned to allow for remote activities. Students may not use Zoom as part of their team oral presentations. Students who miss class will not be given access to an asynchronous learning experience, unless specifically authorized by USC.

**Students who are experiencing illness or do not meet other safety protocols established by USC should not attend class in person.** Please inform the instructor if you will be missing class activities prior to the class or as promptly as reasonable. Students will earn professionalism points even if they do not attend class in person under these circumstances.

1. Class active participation is important in developing a coherent view of the materials covered in the course. Unless accommodated as described in (2) below, attendance and active participation is expected in the classroom (or via synchronous Zoom attendance if the student has received appropriate accommodations to attend class remotely as described below).
2. Students who are unable to attend class in person due to health reasons must request an accommodation through [The Office of Student Accessibility Services](#). Students who cannot be on campus due to travel or visa restrictions must contact their academic advisor to obtain an accommodation. Students without accommodation are expected to be in the classroom. Any student with such accommodations should submit those to the professor as soon as possible.

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**Open Expression and Respect for All**

An important goal of the educational experience at USC Marshall is to be exposed to and discuss diverse, thought-provoking, and sometimes controversial ideas that challenge one's beliefs. In this course we will support the values articulated in the USC Marshall "[Open Expression Statement](#)."

We must show respect for one another in all circumstances. It is expected that everyone will practice courtesy and respect for one another at all times. Failure to treat everyone in class with courtesy and respect may result in a loss of professionalism points. Appropriate language and restraint from verbal attacks upon those whose perspectives differ from your own is a requirement. Please see the graded element – **Professionalism** in this syllabus.

Students are expected to dress appropriately and respectfully when attending class activities. Formal business suits, or business casual attire are not required for this course, even during team presentations. However, students are expected to dress in a manner consistent with the norm for students attending the USC Marshall School of Business.

**Statement of Academic Conduct**

**Academic Integrity**

The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, comprises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

Other violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), collusion, knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the student handbook or the Office of Academic Integrity's website, and university policies on Research and Scholarship Misconduct.

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

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**Students Support Systems and Disability Accommodations:**

USC welcomes students with disabilities into all of the University's educational programs. The Office of Student Accessibility Services (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at [osas.usc.edu](http://osas.usc.edu). You may contact OSAS at (213) 740-0776 or via email at [osasfrontdesk@usc.edu](mailto:osasfrontdesk@usc.edu)

**Student Support Systems**

***Counseling and Mental Health*** - (213) 740-9355 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

***988 Suicide and Crisis Lifeline*** - 988 for both calls and text messages – 24/7 on call

The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

***Relationship and Sexual Violence Prevention Services (RSVP)*** - (213) 740-9355(WELL) – 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

***Office for Equity, Equal Opportunity, and Title IX (EEO-TIX)*** - (213) 740-5086

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

***Reporting Incidents of Bias or Harassment*** - (213) 740-5086 or (213) 821-8298

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

**Student Support Systems**

***The Office of Student Accessibility Services (OSAS)*** - (213) 740-0776

OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

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**[USC Campus Support and Intervention](#) - (213) 740-0411**

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

**[Diversity, Equity and Inclusion](#) - (213) 740-2101**

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

**[USC Emergency](#) - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call**

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

**[USC Department of Public Safety](#) - UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7 on call**

Non-emergency assistance or information.

**[Office of the Ombuds](#) - (213) 821-9556 (UPC) / (323-442-0382 (HSC)**

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

**[Occupational Therapy Faculty Practice](#) - (323) 442-2850 or [otfp@med.usc.edu](mailto:otfp@med.usc.edu)**

Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.

## **Index to the Exhibits of the Syllabus**

### **Exhibit A - Class Session Topic Schedule**

- Brief listing of topics due for each class
- List of required advance preparation for each class
- Students should review the required materials prior to the start of class
- The lectures of the class are designed to enhance materials that students have previously reviewed

### **Exhibit B - Schedule of Quizzes**

- All quizzes will be administered on Brightspace
- Quizzes are to be performed individually
- Late submissions earn 0 points

### **Exhibit C - Homework Assignments by due date**

- Listing of due dates for all homework assignments
- Students are required to complete and submit all homework assignments prior to the due date and time
- Please note that homework assignments have different point totals
- There is a 5 point homework assignment on an introduction to CBP
- Chapter homework assignments are found on CBP
- Late submissions are not accepted and will earn 0 points

### **Exhibit D - Detail and requirements for Team Presentations**

- Read the materials on Team Presentations provided earlier in this syllabus
- Each team should read the Oral Presentation Guidelines provided on Brightspace



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**EXHIBIT A**  
**Class Session Topic Schedule (Page 1 of 2)**

<u>Date</u>	<u>Class #</u>	<u>Topics to be covered</u>	<u>Required advanced preparation</u>	<u>Assignments due</u>
08/26	1	<ul style="list-style-type: none"> <li>Overview of the course</li> <li>Required reporting &amp; voluntary reporting</li> <li>Definitions of assets, liabilities, equity</li> <li>Sources of Information (e.g., 10k)</li> <li>Accounting Equation #1</li> </ul>	<ul style="list-style-type: none"> <li>Read the syllabus</li> <li>Review the introductory materials and videos to Cambridge Business Publishers</li> <li>Read e-textbook Chapter 1</li> <li>See Brightspace advanced preparation materials</li> </ul>	
08/28	2	<ul style="list-style-type: none"> <li>Revenue, expenses, dividends, treasury stock</li> <li>Accounting Equation #2</li> </ul>	<ul style="list-style-type: none"> <li>Read e-textbook Chapter 1</li> <li>See Brightspace advanced preparation materials</li> <li>Form teams in class</li> <li>Review Company Listing for team assignments</li> </ul>	<ul style="list-style-type: none"> <li><b>Homework #1 (due before class)</b></li> <li><b>Quiz 1 (due by 11:59 pm)</b></li> </ul>
<b>09/02</b>		<b>Labor Day Holiday</b>		
09/04	3	Introduction to financial statements	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Review Financial Statements of Apple, Tesla, Mattel and Disney</li> </ul>	<b>Homework #2 (due before class)</b>
09/09	4	<ul style="list-style-type: none"> <li>Accounts, General Ledger, Accounting Cycle</li> <li>Transactions /Double entry accounting</li> </ul>	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 2</li> </ul>	<b>Homework #3 (due before class)</b>
09/11	5	<ul style="list-style-type: none"> <li>Accounts Receivable and Accounts Payable</li> <li>Inventory, Supplies, Prepaid items</li> </ul>	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 3</li> </ul>	
09/16	6	Accrual Accounting vs Cash Accounting	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 3</li> </ul>	<b>Homework #4 (due before class)</b>
09/18	7	<ul style="list-style-type: none"> <li>Accounts receivable</li> <li>Sales returns, Sales Allowances, Discounts</li> <li>DSO and A/R turnover</li> </ul>	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 6</li> </ul>	<b>Homework #5 (due by 11:59 pm)</b>
<b>09/23</b>	<b>8</b>	<b>Midterm 1</b>		
09/25	9	Allowance for doubtful accounts	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 6</li> </ul>	
09/30	10	Inventory	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 7</li> </ul>	<b>Homework #7 (due before class)</b>
10/02	11	<ul style="list-style-type: none"> <li>LIFO Reserve</li> <li>Inventory obsolescence</li> <li>Inventory Analysis (Turnover and DSI)</li> <li>Gross Profit and Gross Margin</li> </ul>	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 7</li> </ul>	
10/07	12	<ul style="list-style-type: none"> <li>Property, Plant &amp; Equipment</li> <li>Intangible Assets/Goodwill</li> <li>Cash equivalents and investments</li> </ul>	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 8</li> </ul>	<b>Homework #8 (due before class)</b>
10/09	13	<ul style="list-style-type: none"> <li>Depreciation &amp; Amortization &amp; Impairment</li> <li>Sales of Assets</li> </ul>	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 8 and Appendix D</li> </ul>	

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**EXHIBIT A**

**Class Session Topic Schedule (PAGE 2 OF 2)**

<b>Date</b>	<b>Class #</b>	<b>Topics to be covered</b>	<b>Required advanced preparation</b>	<b>Assignments due</b>
10/14	14	<ul style="list-style-type: none"> <li>Current Assets</li> <li>Current Liabilities</li> <li>Litigation Liabilities/Insurance Liabilities</li> </ul>	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 9</li> </ul>	<b>Homework #9 (due before class)</b>
10/16	15	Long-Term Liabilities	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 9</li> </ul>	
<b>10/21</b>	<b>16</b>	<b>Midterm Exam 2</b>		
10/23	17	Stockholders' equity	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 10</li> </ul>	
10/28	18	Equity Metrics & Analysis	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 10</li> </ul>	<b>Homework #11 (due before class)</b>
10/30	19	Financial Statement Analysis	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapters 4 and 12</li> </ul>	
11/04	20	<b>Team Presentation #1</b>	<b>Read Oral Presentation Guidelines</b>	<ul style="list-style-type: none"> <li><b>Quiz 2 (due by 11:59 pm)</b></li> <li><b>Team Presentation #1 due by 9:59 am</b></li> </ul>
11/06	21	Non-GAAP Metrics	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter Chapters 4 and 12</li> </ul>	
<b>11/11</b>		<b>Veterans Day Holiday</b>		
11/13	22	Statement of Cash Flows for Apple and Tesla	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 11</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiz 3 (due by 11:59 pm)</b></li> <li><b>Homework #12 (due by 11:59 pm)</b></li> </ul>
11/18	23	Statement of Cash Flows	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 11</li> </ul>	
11/20	24	<ul style="list-style-type: none"> <li>Fixed versus Variable Costs</li> <li>Break-even analysis</li> </ul>	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> </ul>	
11/25	25	CVP Analysis & Decision Making	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> </ul>	<ul style="list-style-type: none"> <li><b>Homework #13 (due by 11:59 pm)</b></li> <li><b>Quiz 4 (due by 11:59 pm)</b></li> </ul>
<b>11/27</b>		<b>Thanksgiving Holiday</b>		
12/02	26	<ul style="list-style-type: none"> <li>Earnings Management</li> <li>Fraud and Internal Controls</li> </ul>	<ul style="list-style-type: none"> <li>See Brightspace advanced preparation materials</li> <li>Read e-textbook Chapter 5</li> </ul>	
12/04	27	<b>Team Presentation #2</b>	<b>Read Oral Presentation Guidelines</b>	<ul style="list-style-type: none"> <li><b>Homework #14 (due by 11:59 pm)</b></li> <li><b>Team Presentation #2 due by 9:59 am</b></li> </ul>
12/06				<b>Quiz #5 (due by 11:59 pm)</b>
<b>12/16</b>		<b>Final Exam 8 am to 10 am</b>		

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**EXHIBIT B**  
**Quizzes**

<u>Quiz #</u>	<u>Available time period</u>	<u>Quiz topic</u>	<u>Points</u>
1	Availability begins 08/21 8:00 am Availability ends 08/28 11:59 pm	Syllabus	5
2	Availability begins 10/23 8:00 am Availability ends 11/04 11:59 pm	Equity metrics and Financial Statement Analysis	25
3	Availability begins 11/05 8:00 am Availability ends 11/13 11:59 pm	Non-GAAP financial metrics	25
4	Availability begins 11/14 8:00 am Availability ends 11/25 11:59 pm	Statement of Cash Flows and Cash Flow metrics	25
5	Availability begins 11/26 8:00 am Availability ends 12/06 11:59 pm	Cost Volume Profitability Analysis	20

- **Quizzed will be accessed on Brightspace.**
- **Quizzes will be completed outside of the classroom.**
- **Quizzes are to be completed individually.**
- **Quizzes will be timed and must be completed in one sitting.**

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## EXHIBIT C

### Homework Assignments

<u>HW #</u>	<u>Topics</u>	<u>Due Date</u>	<u>Due time</u>	<u>Points</u>
1	Introduction to Cambridge Business Publishing (My BusinessCourse)	08/28	Before class	5
2	Introduction	09/4	Before class	5
3	Financial Statements	09/9	Before class	10
4	Accounting Structure/Process	09/16	Before class	10
5	Accrual Accounting	09/18	11:59 pm	15
6	<b>OPTIONAL: Accounts Receivable</b>	<b>N/A</b>	<b>N/A</b>	-
7	Allowance for doubtful accounts	09/30	Before class	15
8	Inventory	10/7	Before class	15
9	Long Lived Assets	10/14	Before class	15
10	<b>OPTIONAL: Liabilities/Interest expense</b>	<b>N/A</b>	<b>N/A</b>	-
11	Equity	10/28	Before class	15
12	Financial Analysis	11/13	11:59 pm	15
13	Cash Flow Statement and Metrics	11/25	11:59 pm	15
14	Internal Controls and Fraud	12/4	11:59 pm	15

All homework assignments may be accessed via the link on Brightspace.

## EXHIBIT D

### Team Presentations (1 of 2)

#### Team Presentation 1:

- Due on November 4 by 9:59 am.
- 50 total points available.
- Written Presentation – 30 points; Oral Presentation – 20 points.
- Written presentation to be submitted via upload to Brightspace. No paper copies will be accepted.
- Oral Presentation will be scored based on the Oral Presentation Guidelines, provided on Brightspace.
- Oral Presentation may not exceed 12 minutes.
- Written presentation will be based upon the team performing the following analysis on a public company that will be given to each team during the semester.
  - a. Using the most recent financial statements, found in the most recent report on form 10k, the team should discuss the profitability of their company. The team should use the tools and metrics that we have learned in this course, including: (be sure to explain these metrics)
    - ROAE and ROAA
    - Gross Profit Margin
    - Effective income tax rate
    - Earnings per share
    - Dividends per share
    - Amount of treasury stock repurchased during the most recent fiscal year
    - Dividends yield
    - PE ratio using a recent price (show computation)
    - Earnings Yield (using a recent price)
  - b. The team should also prepare a projected income statement for the next fiscal year assuming that total revenue increases by 10% and by using a common-sized analysis.
  - c. The team should conclude with their opinion if the company is a Buy, Sell or Hold with support for your opinion.

## EXHIBIT D

### Team Presentations (2 of 2)

#### Team Presentation 2:

- Due on December 4 by 9:59 am.
- 50 total points available.
- Written Presentation – 30 points; Oral Presentation – 20 points.
- Written presentation to be submitted via upload to Brightspace. No paper copies will be accepted.
- Oral Presentation will be scored based upon the Oral Presentation Guidelines, provided on Brightspace.
- Oral Presentation may not exceed 12 minutes.
- Written presentation will be based upon the team performing the following analysis on a public Company that will be given to each team during the semester.
  - a.** Using the most recent financial statements, found in the most recent report on form 10k, the team should perform a liquidity and solvency of their company. Justify your analysis using the liquidity, solvency and cash flow metrics that we have learned in this class:
    - Free cash flow
    - Unlevered Free cash flow
    - Any two leverage ratios selected by the team (discuss why you picked these)
    - Any coverage ratio selected by the team (discuss why you picked this)
    - Current Ratio
    - The team should provide their opinion of the liquidity and solvency of their company and support your opinion with analysis
  - b.** Reviewing the most recent press release, what non-GAAP metrics does the company discuss? Provide the opinion of the team if these metrics are good indicators of operational performance or a clever bit of earnings management. Support your opinion with analysis.
  - c.** Team should conclude with revisiting their opinion from the prior team presentation and reiterate or reject if the company is a Buy, Sell or Hold with support for your opinion.