

**Commerce 1AA3
Financial Accounting Winter 2021 Course Outline**

**Accounting and Financial Management Services Area
DeGroote School of Business
McMaster University**

INSTRUCTOR AND CONTACT INFORMATION

Section C01 Thursday 7pm – 10pm

Section C02 Tuesday 7pm – 10pm

Aadil Merali Juma

Instructor

merali@mcmaster.ca

Tel: (905) 525-9140 x23897

Class Location: [Online](#)

Instructional Assistant

Mr. Hanif Karim

Teaching Assistant

Each student will be assigned a TA for virtual support, to be posted in Avenue.

Important Links

Course Website: <http://avenue.mcmaster.ca>

Synchronous Class Link: <https://mcmaster.webex.com/meet/merali>

Office Hours (by appointment): <https://mcmaster.zoom.us/my/merali>

MS Office Suite

<https://portal.office.com/> or <https://office365.mcmaster.ca/>

All McMaster students have free access to Office 365 on up to 5 devices. Login with your MacID and Password to get access to Office 365.

Microsoft Teams

Download MS Teams. Login with your McMaster email address and password and join the team code [4fu7cm0](#).

Top Hat

<https://app.tophat.com/login>

Create an account on Top Hat using your McMaster email address and enter your 9-digit student number in place of Student ID. The class join code is [618052](#) Your first and last name on Top Hat should match exactly as shown in Avenue.

COURSE ELEMENTS

Credit Value: 3	Leadership: Yes	IT skills: Yes	Global view: Yes
A2L: Yes	Ethics: Yes	Numeracy: Yes	Written skills: Yes
Participation: Yes	Innovation: Yes	Group work: Yes	Oral skills: Yes
Evidence-based: Yes	Experiential: Yes	Final Exam: Yes	Guest speaker(s): Yes

PROGRAM LEARNING OBJECTIVE

1. Possessors of a cross-functional core of business knowledge
Learning Objective: Explain and apply fundamental concepts, theories, and frameworks in each functional area of business.
2. Self-managed learners
Learning Objective: Be independent, self-aware learners

COURSE LEARNING OBJECTIVE

This course will help students understand the purpose of accounting, its implementation, its usefulness for decision making, its effect on behaviour and contracts, and its surrounding controversies over accounting methods.

The specific objectives of this course are:

- 1) Help students develop a thorough understanding of accounting procedures and the choices possible in preparing corporate financial statements.
- 2) Help students become intelligent readers and users of corporate financial reports, which include the fundamental statements (balance sheet, income statement, retained earnings statement, and cash flow statement) plus explanatory notes, auditor's report, etc.
- 3) Develop students' appreciation of the usefulness and limitations of financial accounting information.

COURSE DESCRIPTION

This course introduces the fundamental concepts of financial accounting. The focus of this course will be on how accounting is used for recording economic events and for the financial reporting, primarily to users, external to business organizations. The course will emphasize underlying concepts and principles, as well as cover accounting procedures in sufficient detail to enable students to record accounting transactions and prepare financial statements. A major emphasis in the course will be on understanding the information in corporate financial reports and its use by individuals, external to a corporation in making investment and contracting decisions. The course will examine alternative accounting policies and methods that may legitimately be used in financial reporting, and motivations that may influence managers in choosing among them.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to complete the following key tasks:

1. Read and understand financial statements.
2. Understand the accounting conceptual framework and relate it to all accounting transactions.
3. Understand the accounting cycle and implement all its steps including analyzing, journalizing and posting accounting transactions, preparing end-of-period adjusting entries, preparing pre- and post-adjusting entries trial balance, and preparing closing entries.
4. Prepare financial statements such as the Statement of Earnings, Statement of Retained Earnings, Statement of Changes in Equity, Statement of Financial Position, Statement of Cash Flows.
5. Analyze internal control issues and employ some procedures to deal with them such as Bank Reconciliation Statement.
6. Record and measure of individual elements within the financial statements such as accounts receivable, allowances, contingencies, inventory, long term depreciable and non-depreciable assets, short term and long-term liabilities, and shareholders' equity.
7. Analyze and interpret financial statements using ratio analysis and vertical and horizontal ratio analysis with industry and within the firm over time.

COURSE MATERIALS AND READINGS

Course Website

<http://avenue.mcmaster.ca>

\$ FREE

Required: Pearson MyAccountingLab
7th Canadian Edition by Harrison, Horngren, Thomas

Purchase options:

Option 1: Hardcover version with MyAccountingLab and e-text	\$140.95
Option 2: Loose Leaf Version with MyAccountingLab and e-text	\$ 95.00
Option 3: MyAccountingLab and e-text only.	\$ 69.95

Note - MyAccountingLab is mandatory to complete the online assignments

Here is the link to the bookstore purchase: [Bookstore Purchase Link](#)

COURSE OVERVIEW AND ASSESSMENT

LEARNING ACTIVITIES	DELIVERY	DESCRIPTION	TOOL(S)
Self-Study	Asynchronous	Video recordings of modules and assigned readings from the textbooks and other sources.	Avenue to Learn and Pearson's MyAccountingLab portal.
Virtual Class	Synchronous	1 weekly, 3-hour lecture of instructor-led exercises delivered via Top Hat or Pearson's Learning Catalytics.	WebEx, Top Hat, Pearson MyAccountingLab during scheduled class time.
Online Assignments	Asynchronous	Assignments cover self-study content and is made available based on the schedule below. One attempt is allowed with no time limit.	Pearson's MyAccounting Lab portal.

Missed tests/exams will receive a grade of zero unless the student has submitted and been approved for a Notification of Absence or MSAF. Your final grade will be calculated as follows:

EVALUATIONS	WEIGHT	DESCRIPTION
Online Assignments	20%	Eight assignments covering the self-study content throughout the term.
Participation	10%	Credit is given to students for answering ALL questions on Top Hat during virtual classes.
Midterm 1: chapters 1, 2, 3 and 9	25%	Saturday Feb 13, 2021 @ 9 am, 2 hrs, online
Midterm 2: chapters 4, 5, and 6	25%	Saturday Mar 20, 2021 @ 9 am, 2 hrs, online
Final Exam: chapters 7, 8 and 10	20%	Scheduled through Registrar, 2 hrs, online

NOTE: The use of a McMaster standard calculator is allowed during examinations in this course. See McMaster calculator policy.

COURSE DELIVERABLES

Online Assignments (8 x 2.5% = 20% combined)

Since this is a flipped course, online assignments will be covering materials for new chapters before they are covered in class. The purpose of this assessment is to make sure that students read the online materials before class. Each online assignment must be completed only by the student individually. Receiving direct answers on the assignment questions from any person constitutes a breach of McMaster Academic Integrity Policy. The assignments will be made available on MyAccountingLab as per the schedule below, unless noted otherwise. If an MSAF is used for an individual assignment, then the average mark of the remaining 7 assignments will be used to calculate the overall grade for this component. The assignments combined are worth 20% of your final grade.

The online assignment dates are as follows:

	Release 10 pm	Close 11:59 pm	Coverage
Practice (Not Graded)	January 14	January 17	Chapter 1
Assignment 1	January 21	January 24	Chapter 2
Assignment 2	January 28	January 31	Chapter 3
Assignment 3	February 4	February 7	Chapter 9
Assignment 4	February 13 @2pm	February 25	Chapter 4
Assignment 5	February 25	February 28	Chapter 5
Assignment 6	March 4	March 7	Chapters 6
Assignment 7	March 20 @2pm	March 25	Chapter 7 - CL
Assignment 8	March 25	March 28	Chapters 7 - LTL

Midterm Exams (2 x 25% = 50%)

There are two, 2-hour online midterm exams, each worth 25% of your final grade and will be marked individually. The exams will cover material from the textbook, readings, lectures, online material, tutorials, online assignments, Learning Catalytics and class discussion. The format of the exams may include True/False, Multiple-Choice, Fill in the Blank and/or Written Questions. Past midterm exams are available on Avenue for practice.

Participation (10%)

Participation marks will be assigned during the synchronous live lectures, and it will account for 10% of the course grade. Students will be asked questions live during the lectures and will respond using the Top Hat or Pearson's Learning Catalytics platform. There is no cost to students for using the Top Hat platform. The Learning Catalytics platform is already included in your Pearson's My Accounting Lab purchase. Marks will be assigned based on both participation and accuracy of responses. Students must be present for the entire 50 minutes of class time. **All questions must be answered throughout the class to be eligible for the mark for the class.**

Final exam (20%)

The online final exam is worth 20% of your final grade and will be marked individually. The exam will cover material from the textbook, readings, lectures, online material, tutorials, online assignments, Learning Catalytics, and class discussion. The format of the exam may include True/False, Multiple-Choice, Fill in the Blank and/or Written Questions. Past final exams are available on Avenue for practice.

If a student receives approval for an “extended MSAF” accommodation to miss a midterm (see below “Requesting Relief for Missed Academic Work”), the final exam weight will include the weight of the missed midterm exam(s). **For these students, the final exam will include the chapters covered on the missed midterm(s).**

In case the instructor elects to make the final exam optional, students who MSAF either midterm will have to write the final exam and it will not be optional for those students.

The final exam will be 2 hours in length.

COMMUNICATION AND FEEDBACK

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

- For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.
- For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

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

<http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/>

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

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

COURSES WITH AN ON-LINE ELEMENT

This course uses on-line elements, such as e-mail, Avenue to Learn (A2L), Top Hat, Microsoft Teams, Facebook, Pearson's MyAccountingLab, Pearson's Learning Catalytics. Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, student numbers, usernames 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 a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

ONLINE PROCTORING

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

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

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

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

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

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

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

AUTHENTICITY/PLAGIARISM DETECTION

This course may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce 1AA3 will be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

COURSE SCHEDULE

**Commerce 1AA3
Introduction to Financial Accounting
Winter 2021 Course Schedule**

WEEK	DATES	CHAPTER	ASSIGNMENT
1	Jan. 12 & 14	Introduction & Chapter 1	The Financial Statements
2	Jan. 19 & 21	Chapter 2	Recording Business Transactions
3	Jan. 26 & 28	Chapter 3	Accrual Accounting and the Financial Statements
4	Feb. 2 & 4	Chapter 9	The Statement of Cash Flows
5	Feb. 9 & 11	Catch up and Review	In-class review and midterm preparation
	Sat. Feb. 13	Midterm 1 at 9 am for 2 hours (25%) – Chapters 1, 2, 3 & 9	
	Feb. 15-20	Midterm Recess	
6	Feb. 23 & 25	Chapter 4	Cash and Receivables
7	Mar. 2 & 4	Chapter 5	Inventory & Cost of Goods Sold
8	Mar. 9 & 11	Chapter 6	Property, Plant, and Equipment, and Intangible Assets
9	Mar. 16 & 18	Catch up and Review	In-class review and midterm preparation
	Sat. Mar. 20	Midterm 2 at 9 am for 2 hours (25%) – Chapters 4, 5 & 6	
10	Mar. 23 & 25	Chapter 7	Current Liabilities

11	Mar. 30 & Apr. 1	Chapter 7	Long Term Liabilities
12	Apr. 6 & 8	Chapters 8 & 10, Review	Shareholders' Equity & Financial Statement Analysis
13	Apr. 13	Catch up and Review	In-class review and final preparation
Final Exam scheduled by the Registrar (20%) – Chapters 7, 8 & 10			