Important Reminder about Electronic Devices

Cell (mobile) phones are not allowed during class and examination. They must be turned off (powered off) and put away in your backpack or pocket. You may not access the phones for any reason during class or exam. Any violation would result in up to ten points deducted each time from your point total, which will result in a lower final grade. This policy is instituted to eliminate interruptions during class.

Only simple calculators that do not store, or do no have, text or formulas are allowed in the exam. Possession of electronic devices that have or can store accounting- or finance-related text and formulas constitutes cheating in exam.

No other electronic devices are allowed during class or exam without permission of the instructor.

If you have a doubt or question about this policy, please ask me.

Course Description and Objectives:

This course covers basic financial accounting concepts. The course is taught from a manager’s perspective. It is designed to develop knowledge and skill to use accounting information in managing an enterprise. It differs significantly from a first course offered to accounting majors wherein procedural and technical issues are emphasized.

No prior accounting knowledge is assumed or required for this course.
Mission of the Graduate School of Management:

The mission of Clark University’s Graduate School of Management (GSOM) is to prepare students to become outstanding leaders and managers through a high quality education experience in a diverse and reflective community of learners lead by a faculty actively involved in research in their fields and in service to their communities and professions.

Building upon a solid foundation of theoretical knowledge and contemporary management practice, GSOM works to instill in its student the professional confidence to challenge assumptions and questions conventional wisdom. GSOM graduates, prepared in this way, become creative decision makers, capable of making significant contributions to their domestic and global professional environments, and of working toward the improvement of their societies.

Competencies Developed in This Course:

This course is designed to provide future managers skills and tools necessary to understand and use basic financial accounting information. In addition, this course also requires the students to read a financial newspaper regularly and develop understanding of U.S. companies and business practices and develop business writing skills.

Specifically, the following competencies are developed: written and oral communication, critical and creative thinking, technical analyses, values and judgment, motivation, and working under time pressure at home and in the classroom.

Required Text:


Optional Material Related to the Text:

Study guide for the text
(Not used in or required for the course, might provide additional help)

Dictionaries:

If English is not your first language, you may use a dictionary. Please ask me for permission during an examination.

International Accounting:

Due to the increased globalization of world economies, it is useful and important for the managers to be able to understand and interpret different accounting systems. Several topics dealing with such issues will be
discussed in the class. Your textbook contains many chapter sections on these topics.

**Accounting Dynamics:**

Accounting is based on rules and regulations developed by rule-making bodies. These rules can change; new rules can go into effect due to changes in business environments. Articles on current issues in accounting will be provided to the class for discussion.

**Computer Lab:**

Several software packages are available in the GSOM computer lab. Lab assistants are available to help.

These software packages emphasize the procedural aspect of accounting and are thus of a limited use in a class devoted to conceptual development. Many of these packages are based on popular spreadsheet (e.g., Excel) or data base programs. Students are urged to become familiar with these software packages now, as they will be extensively used in elective accounting courses in the MBA program.

**E-Mail:**

You may freely used e-mail to communicate with me. But, do not use e-mail to inform me that you cannot take a scheduled exam, in that case use the telephone or see me in person.

**Homework:**

Homework is assigned from the textbook questions, problems and issues for discussion. The homework is not collected or graded, however it is important that the assigned work be completed in a short period after the chapter is discussed in the class. Please avoid the temptation to procrastinate. Any chapter that is being currently being discussed is based on the prior chapters. If you have not understood the prior chapters well, then it would be difficult to follow the class discussion.
**Homework Assignments:**

The solved review problems, which appear towards the end of most chapters, are also assigned. Do not forget to read International Perspective at the end of most chapters. The following assignments are not required to be submitted. You will find these assignments at the end of each chapter.

ID = Issues for discussion  
E = Exercises  
P = Problems

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ID: 1 to 3, 5, 7, 10-12</td>
</tr>
</tbody>
</table>
| 2       | ID: 1 to 5  
|         | E: 2, 4, 5  
|         | P: 4, 6 |
| 3       | ID: 1 to 4  
|         | E: 6, 7  
|         | P: 10, 11 |
| 4       | ID:1 to 6  
|         | E: 4, 6, 7, 16  
|         | P: 1, 4, 8, 11 |
| 5       | ID: 3 to 6, 8, 10  
|         | E: 1, 3, 9 (except part c)  
|         | P: 4 |
| 6       | ID: 1 to 6  
|         | E: 1, 3, 9  
|         | P: 8 |
| 7       | ID: 1 to 6  
|         | E: 1, 6, 7  
|         | P: 6, 8, 9 |
| 9       | ID: 1 to 6  
|         | E: 2, 3, 9, 11, 18, 19  
|         | P: 4, 7, 9 (except part d), 13 |
Weekly Schedule:

There are fourteen class periods (less any holidays not made-up) each three hours long. The final exam is scheduled in the fourteenth week. Mid-term exams, ninety minutes long, are given during regular class period; the remaining ninety minutes are used for class lecture. The following schedule is approximate, follow the class instructions on changes to the schedule.

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapters &amp; Description of topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter 1. Demand for financial information, economic role of financial accounting reports, types of accounting, accounting profession, and generally accepted accounting principles.</td>
</tr>
<tr>
<td>2</td>
<td>Chapter 4. Accounting equation. Accounting Cycle.</td>
</tr>
<tr>
<td>4</td>
<td>Chapter 5. How to use financial statements.</td>
</tr>
<tr>
<td>5</td>
<td>Exam I (about 90 minutes long, lecture follows exam for 90 minutes.)</td>
</tr>
</tbody>
</table>
Chapter 3. Assumption of financial accounting, principles of financial accounting measurements, and exceptions to the basic principles.

6  Chapter 6. Current assets, cash, and Accounts Receivable.

7  Chapter 7. Inventory accounting, cost flow assumptions, lower-of-cost-or-market rule.

8  Chapter 7 continued.

9  Chapter 9. Long-lived assets, costs to capitalize, postacquisition expenditures and disposal.

10 Exam II (about 90 minutes long, lecture follows exam for 90 minutes.)
    Chapter 10. Current liabilities

11 Chapter 10. Contingencies, deferred income taxes

12 Chapter 11. Long-term liabilities
    Chapter 12. Stockholder equity


14 Exam III (90 minutes long, course ends after the exam. No lecture)

**Chapter Appendices:**

Only the following chapter appendices (which are at the end of respective chapters) are to be read with their corresponding chapters and are included in the exam with that chapter. If an appendix does not appear below, you are not required to read it.

Appendices: 1A, 4A, 11A

**Articles:**

Many current articles from academic, professional and popular business periodicals may be given to the class for reading and discussion as time permits. Questions based on these articles will appear in the exams. The students are urged to read these articles many times carefully to enable them to answer the questions. The articles will be handed out during the appropriate chapter discussion in the class.
Exams:

There will be three exams, each worth 50 points, given during the semester. These exams are non-cumulative. The Wall Street Journal assignments are worth 25 points (see a separate document for more information). Hence your class grade is determined by the percent score out of a total of (50+50+50+25=) 175 points. Class participation is evaluated. The class participation is considered when your grade falls on boundary between two grades. Above-average class participation will improve your chances of getting a higher grade.

If your handwriting is difficult to read, then please print essay answers (i.e., write each letter of a word separately, without connecting the letters). I will only grade those parts of an essay that I can read.

Makeup exams:

The exams must be taken during the scheduled times unless absence is necessitated by a business trip or other legitimate reasons. Please get prior permission from me to take the exam at different time.

I must be informed and approve a written request for a make-up exam prior to the scheduled exam date.

Grades:

The letter grade is determined based on the following table. The grade range may be “curved” down if statistical analysis of complete grade data (which is available after the final exam) warrant such adjustment.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-, A, A+</td>
<td>87 to 100%</td>
</tr>
<tr>
<td>B-, B, B+</td>
<td>70 to 87%</td>
</tr>
<tr>
<td>C-, C, C+</td>
<td>50 to 70%</td>
</tr>
<tr>
<td>F</td>
<td>below 50%</td>
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</tbody>
</table>

Incomplete grade is given to students unable to complete the course due to extra-ordinary circumstances. The request for an Incomplete must be in writing and approved by me prior to the final examination.

Attendance:

Attendance is required. Please let me know if you are not able to attend a class.
**Tutor:**

A tutor is available (free of charge) for those who feel that they can benefit from such help. Details will be announced in the class.

**Rules of Grading:**

Following rules will be observed in grading your exams; please read them carefully. To avoid repetition, these rules will not be mentioned again on your exams. It will be assumed that you have familiarized yourself with the rules.

1. Full credit will be given only when complete procedure is shown, so show all your work.

2. Correct answers obtained using an incorrect procedure will be considered incorrect.

3. Attempt all test questions, as partial credit is given for the correct portions.

4. Please be neat, do your scratch work on a separate page provided and not on the answer sheets. The “neatness” includes good legible handwriting, correct use of symbols, correct grammar and spelling, and proper presentation (style of solution) of numerical problems.

5. A formula sheet will be provided for the exam when needed.

6. Do not assume anything that is not explicitly given; in case of doubt ask me.

7. Essay questions in examinations and quizzes will be graded on (1) the information content of the answer, (2) the style of presentation, grammar, syntax, spelling, etc. Both should be viewed as equally important.

8. Calculators that can store text data or accounting and finance formulas are not allowed during the exam. You must use a simple calculator; such a calculator can store numbers.

**Academic Conduct:**

The following is a quote from a memo to students from the Dean of the Graduate School of Management. The students are requested to consult the memo, which is generally reprinted in “Academic Policies” booklet sent to them at the beginning of each fall semester, for other details.

“The Graduate School of Management at Clark University maintains standards of academic conduct that have preserved integrity and
excellence in institutions of higher learning over the centuries. Under these standards of conduct, all work submitted to fulfill course requirements is presumed to the student’s own, unless credit is given for the work of others in a manner prescribed by the course instructor. Cheating, plagiarizing, and falsifying data constitute academic misconduct, as does submitting the same paper in different courses without prior approval of the instructor to do so. When in doubt whether a particular act constitutes academic misconduct, it is the student’s responsibility to consult the faculty.

In addition, I would like to repeat the information provided to you about academic integrity during GSOM orientation. Please read it carefully.

Academic Integrity
The Graduate School of Management
Clark University

Honor is the bedrock on which all social institutions are founded. Education, science, and commerce simply will not work in the absence of honesty and personal integrity. For this reason, academic integrity is highly valued at Clark. Research, scholarship, and teaching are possible only in an environment characterized by honesty and mutual trust. Because violations of academic integrity can damage the intellectual climate of the university, specific sanctions are imposed for such violations.

It is very important that you understand the kinds of behavior that violate Clark’s standards of academic conduct and avoid them. The major ways in which academic integrity can be violated are described below. If you are ever in doubt as to how to behave in a particular situation, be sure to seek your professor’s advice. It is your responsibility to understand and conform to the School’s standards of academic conduct.

Academic Dishonesty

Academic integrity can be violated in several ways. The most common among these are the following:

1. **Cheating** usually occurs in the context of an examination and has two principal forms:
   a. Unauthorized use of notes, text, or other aids during an examination;
   b. Copying the work of another during an examination.

   The School’s general expectation is that all work submitted in any course will have been done specifically for that course during the time it is offered. Therefore, **handing in the same paper for more that one course in the same semester or different semesters**
constitutes cheating unless the faculty members involved give you their explicit permission to do so.

2. **Plagiarism** refers to the presentation of someone else’s work as your own, without proper citation or references and sources.

For example, suppose in reading material for a paper on management, you encountered the following passage: “Assembling the major components into a complete vehicle, the task of the final assembly plant, account for only 15 percent or so of the total manufacturing process.”(Womack et al., 1990, p.58) **All of the following would constitute plagiarism:**

a. Including that sentence or any significant phrase from that sentence in the body of your paper without citing Womack et al. specifically;

b. Altering a few words in the sentence and including that in the body of your paper without citing Womack et al. specifically (“e.g., Assembling a car on an assembly line represents only 15 percent of the cost of manufacturing the vehicle.”);

c. Using the concept as if it were your own without giving credit to Womack et al. (e.g., “Vehicle assembly represents approximately 15 percent of total manufacturing effort.”)

**Plagiarism** also includes submitting someone else’s work, whether or not previously published, as your own. This includes submitting work obtained from a professional “term paper factory”.

3. **Unauthorized collaboration** refers to instances when students, each claiming some authorship, submit separate reports, which are substantially similar to one another.

4. **Alteration of data** is the submission of data obtained by someone else or the submission of data not actually obtained in the performance of research.

5. **Participation in or facilitation of dishonest activities** includes, but is not limited to the following:

a. Obtaining unauthorized copies of examination;

b. Distributing information for the purpose of cheating;

The procedures used by the School to determine whether academic integrity has been violated and to impose sanctions when it has are described in the course “Academic Policies” booklet, which is published each fall semester.