

BUS ADM 703-203 Financial Accounting Intro Syllabus
Summer 2024, 5/28/24 – 7/6/24

Instructor: Cynthia C. Wirtz, CPA, MBA..... Available via TEAMS; ccwirtz@uwm.edu
No Scheduled Office hours: By appointment only, contact via email to schedule a TEAMS meeting.

Purpose of Course: The purpose of this course is to provide a foundation in financial accounting and reporting for all graduate level students. It will cover the financial accounting model underlying financial statements, accounting standard setting, role of accounting in capital formation, and the interpretation and analysis of financial statements. The skills developed are intended to help train you to be successful in your chosen career.

Learning Objectives: Students will demonstrate growth and the mastery of this information by:

- Solving introductory level accounting problems,
- Preparing basic financial statements,
- Understanding the essential financial components of businesses,
- Understanding the components of the financial statements and the fundamentals of financial accounting,
- Interpreting financial data included in the financial statements, and
- Understanding the importance of decision-making.

The course objectives will be achieved by means of reading, listening and participating in recorded chapter presentations, problem solving, homework, quizzes, and tests. There is no meeting time for class. All class presentations will be pre-recorded for study purposes and available in CANVAS.

Prerequisites: Graduate status, counts as repeat of Business Management 702

Course Format: This course is asynchronous, which means we do not have any scheduled face-to-face classes at a scheduled time. Instead, pre-recorded classes covering the chapters are available for studying when your time permits from 5/28/24 to 7/6/24. The format recommended for success in this class is established in CANVAS. Following these steps in order will result in the highest success rate.

Students should expect to spend 2-3 hours preparing and reviewing outside of class for every equivalent hour of classroom time (6 hours 40 minutes per week for 6 weeks). This includes reading assignments, class prep, homework, quizzes, and preparation for exams. Since 703 is a 3-credit course, expect an average of 14-21 hours of study per week, excluding the pre-recorded class presentations, with more time required during exam weeks. Total time commitment for 6 weeks of summer including pre-recorded class time and study/prep time is expected to be 20-27 hours per week with more during exam weeks.

Assignments for reading, class prep, viewing pre-recorded class presentations, homework, quizzes, and exams (all with deadlines) will be accessed through **CANVAS**. Your course materials are provided via UWM's Inclusive Access program which means your course materials will be available in CANVAS prior to the start of class. To set up your WileyPlus digital access in CANVAS, follow the instructions in the video sent to you via email.

Course Materials & Technology Requirements:

- **Laptop with a camera** is needed for all assignments, presentations, homework, quizzes, and tests.
- **Business Calculator** is needed. Recommend TI Business Analyst II.
- **Proctorio needs to be installed on the laptop you use to take quizzes and exams.** This is proctoring software designed for remote test taking. Follow instructions for adding the Proctorio add-on to your Google Chrome in the Intro module under the home section.
- Your **Wiley Plus subscription** for the e-textbook **Financial Accounting – Tools for Business Decision Making**, Kimmel, Weygandt, Kieso will be integrated with CANVAS for convenient access via the Inclusive Access (IA) program. The cost of the digital access will be automatically charged to your PAWS account as a course fee. You may opt out of the inclusive access program but you will need to buy the digital access separately. You cannot complete this course without your digital access. To opt out of the IA course materials for our class, see the instructions in the first module of the CANVAS class. Second, to get your course fee waived, you must provide **proof of purchase of the course materials to the instructor before Friday, June 7th.**

Important Dates:

- **June 6:** Last day to drop without notation of “W” appearing on your academic record.
- **June 23:** Last day to drop without departmental approval but “W” appears on academic records.

All due dates for class prep (CP), homework (HW), quizzes (QZ), and exams (EX) are listed in CANVAS.

Grading: The following is the weight of each element of the course:

Grading Elements	Due Dates	% Total	Points
Exam 1	Saturday, June 8 th , 11:59p	25%	100
Exam 2	Saturday, June 22 nd , 11:59p	25%	100
Exam 3	Saturday, July 6 th , 11:59p	25%	100
Homework	Check Canvas for due dates	15%	60
Quiz	Check Canvas for due dates	10%	40
Total possible		100%	400

Letter Grade	Points	% Required
A, Excellent	360	90-100
A-	344	86-89.99
B+	328	82-85.99
B, Good	312	78-81.99
B-	300	75-77.99
C+	288	72-74.99
C, Fair	276	69-71.99
C-	264	66-68.99
D+	252	63-65.99
D, Poor	240	60-62.99
D-	228	57-59.99
F	0	0-56.99

Policies related to Accessibility Resource Center Accommodations: The Accessibility Resource Center facilitates instructional accommodations for all qualifying students. If you need an accommodation, contact me prior to June 3rd to discuss the best means to comply with ARC recommendations.

Class Format: All class requirements will be set up in CANVAS in order of expected completion for the best chance of success in this class. Presentation slides will be available in CANVAS to follow along with the pre-recorded class and to use for taking notes and highlighting. The presentations will cover the topics assigned for reading, class prep, problem-solving, and financial statement reviews.

Homework (HW): Homework will be completed in Canvas. Due dates are noted in CANVAS. You are allowed **two** attempts to answer the questions. Any assignment submitted after the deadline will earn 0%. **In accounting, you learn by solving problems! Practicing solving problems is the best way to use your study time.**

Class Preparation (CP): Reading the assigned chapters and any class preparation (CP) should be completed in Canvas prior to listening to the pre-recorded class presentation. CP is available in the form of an adaptive practice designed to help you learn the material in a different manner. This will not be graded but is available to aid in studying.

Quizzes (QZ): Quizzes are designed to prepare you for the tests. An on-line, timed Wiley quiz using PROCTORIO will be due for every chapter. The purpose is to quiz you on your knowledge of the material and get you ready for the exams in the on-line format with a time limit. You will have one attempt to answer and your results will be available after the due date/time. The format may be multiple choice, short problem, or any combination. Quizzes are closed books and closed notes and no help is allowed from others. Proctorio records your environment, your motions, your voice and requires you to identify yourself by showing your student ID.

Required Use of Proctorio: You will be required to install Proctorio, an online proctoring tool, for taking exams in this course. Proctorio requires your computer to have the following: **Google Chrome, a webcam, and microphone** (USB mounted or built into the computer). Proctorio will utilize AI to monitor both you and your computer. Proctorio only monitors your computer usage during the exam (how many monitors in use, open tabs, applications being run, etc.). At no point will Proctorio access your hard drive or other files. For instructions on how to use Proctorio (Google Chrome extension) please see https://drive.google.com/file/d/1UGmIvnVsQWCOhL_x7j9VyOw2giezmO1X/view. **The sections on taking the quiz/test are slightly different when accessing those items as you will go to your module with the quiz/test and click on that it.**

In addition to recording your desktop, Proctorio records a video of you taking the test, as well as your surroundings (to ensure you are not working in a group or are receiving help from a friend). Although Proctorio records your exam, it is securely encrypted on Microsoft servers, and Proctorio does not have access to it. Only your instructor and UW-Milwaukee administrative staff can access student recordings.

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Ungraded Practice Questions for the Exam: **UNGRADED** practice problems for each chapter are available on Canvas until the corresponding exam date and are intended to help you review topics before each exam. Solving these problems is highly recommended for a complete review for your exam.

Exams: The exams are on-line through CANVAS, timed and proctored via the Proctorio program. See the schedules below for the due dates. You will need your laptop with Proctorio add-on to Google Chrome, pencil, and eraser, and a calculator to complete each exam. Your exam results with solutions will be available to you immediately after the exam due date/time ends. **The exams are closed books, closed notes and no help is allowed from others.** Exam questions will be based on in class examples, assignments, presentations, study questions and chapter contents. Exams will include multiple choice, and multi-part problems. The exams may be up to 2.5 hours long to give you enough time to complete. You will have one attempt at answering the questions.

Make-up Exams: Make-up exams are very difficult to arrange and are generally given only for documented military obligations and Division I varsity athletes. Documentation related to these known absences should be provided to your instructor as soon as it is available. In the event that a student has an **excused** absence for reasons other than those described above, a make-up exam will be given on Saturday, July 6th.

Timeline and Assignments: The following is a tentative timeline for the semester of topics covered with due dates. All work should be completed in **CANVAS**. **Always refer to Canvas for the actual assignment due dates.**

Presentation	Reading, Class Participation, HW, Quiz	Due Date
Week 1	Chapter 1: Introduction to Financial Statements	June 1st, 11:59pm
Week 1	Chapter 2: A Further Look at Financial Statements	June 1st, 11:59pm
Week 2	Chapter 3: The Accounting Information System	June 8th, 11:59pm
Week 2	Chapter 4: Accrual Accounting Concepts	June 8 th , 11:59pm
Week 2	Exam #1: Chapters 1-4	June 8th, 11:59pm
Week 3	Chapter 5: Merchandising Ops & Multiple Step Income St	June 15th, 11:59pm
Week 3	Chapter 6: Reporting and Analyzing Inventory	June 15 th , 11:59pm
Week 3	Chapter 7: Fraud, Internal Control and Cash	June 17th, 11:59pm
Week 4	Chapter 8: Reporting & Analyzing Receivables	June 22nd, 11:59pm
Week 4	Chapter 9: Reporting & Analyzing Long-Lived Assets	June 22nd, 11:59pm
Week 4	Exam #2: Chapters 5-9	June 22nd, 11:59pm
Week 5	Chapter 10: Reporting & Analyzing Liabilities	June 29th, 11:59pm
Week 5	Chapter 11: Reporting & Analyzing Stockholder's Equity	June 29th, 11:59pm
Week 6	Chapter 12: Statement of Cash Flows	July 6th, 11:59pm
Week 6	Chapter 13: Financial Analysis: The Big Picture	July 6th, 11:59pm
Week 6	Exam #3: Chapters 10-13	July 6th, 11:59pm

General Student Responsibilities: Expectations for the class are the same as the business world and your future employer. You are expected to:

- Submit all assignments completed and on time. There are **no allowances** to accept late work.
- Read assignment first, complete class prep, view every presentation, ask questions through discussion/TEAMS/email, complete homework, complete quizzes and prepare for exams and complete exams.
- Communicate in a professional and respectful manner with your classmates and professor. This includes both digital and verbal communication.
- Exhibit integrity in all you do, personally, professionally, and academically. **Your work will be your own!** Work independently and do not use the internet for assignment assistance.

UWM Policies:

1. *Campus Policies on COVID19:* <https://uwm.edu/coronavirus/>
2. *Religious observances.* <https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-2.%20Accommodation%20of%20Religious%20Beliefs.pdf>
3. *Students called to active military duty.* Accommodations for absences due to call-up of reserves to active military duty. <https://uwm.edu/onestop/students-called-to-active-duty/>
4. *Incompletes.* A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work. <https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-13.%20Incomplete%20Grades.pdf>
5. *Discriminatory conduct and complaint procedures.* Discriminatory conduct will not be tolerated by the University. Students may direct complaints to the head of the academic unit or department in which the complaint occurs. <https://apps.uwm.edu/secu-policies/storage/other/SAAP%205-1.%20Discriminatory%20Conduct%20Policy.pdf>
6. *Title IX/Sexual Violence.* Title IX is a federal law that prohibits sex discrimination in education program or activities, and UWM policy prohibits such conduct (see Discriminatory Conduct, above). This includes sexual violence, which may include sexual harassment, sexual assault, relationship violence, and/or stalking in all educational programs and education-related areas. UWM strongly encourages its students to report any instance of sex discrimination to UWM's Title IX Coordinator (titleix@uwm.edu). Whether or not a student wishes to report an incident of sexual violence, the Title IX Coordinator can connect students to resources at UWM and/or in the community including, but not limited to, victim advocacy, medical and counseling services, and/or law enforcement. For more information, please visit: <https://uwm.edu/sexual-assault/>.
7. *Academic misconduct.* Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University. <https://uwm.edu/graduateschool/students/academic-policies-and-procedures/academic-integrity/>
8. *Grade appeal procedures.* A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School <https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-10.%20Grade%20Appeals%20by%20Students.pdf>
9. *UWM Mental Health.* website at <https://uwm.edu/mentalhealth>
10. *LGBT+ resources.* Faculty and staff can find resources to support inclusivity of students who identify as LGBT+ in the learning environment. <http://uwm.edu/lgbtrc/>
11. *Final Exam.* A summary of the policy is at <https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-9.%20Final%20Examinations.pdf>
12. *Smoke and Tobacco-Free campus.* UWM prohibits smoking and the use of tobacco on all campus property. <https://apps.uwm.edu/secu-policies/storage/other/SAAP%2010-8.%20Smoke%20and%20Tobacco-Free%20Campus%20Policy.pdf>
13. *Drug-Free Campus.* <https://apps.uwm.edu/secu-policies/storage/other/SAAP%2010-5.%20Drug-Free%20Campus.pdf>