INSTRUCTOR INFORMATION
Instructor: Lijun (Gillian) Lei, Ph.D., CPA
Office: 339 Bryan
Email: l lei2@uncg.edu
Phone: (336) 334-4527
Office Hours: 3:00 p.m.-4:30 p.m., Wednesday, and 10:30 a.m.-12:00 p.m., Thursday, or by appointment

COURSE INFORMATION
Class time: NA
Location: NA
WebEx meeting time: 7:30-8:30 p.m., Thursday
Credits: 3
Prerequisites: None

CATALOG DESCRIPTION
This course provides students with an introduction to financial and managerial accounting. Topics covered include financial statements, financial analysis of those statements, cost accounting, and accounting’s role in managerial decision-making.

TEXTBOOK

MyBusinessCourse WEBSITE ACCESS
The access code to the website should come with the textbook or can be purchased separately. The course ID is 9935-7601-0328. Go to https://mybusinesscourse.com/?code=9935-7601-0328 to enroll in the course.

CANVAS
The learning management system used in this course is Canvas. Information about the course including the syllabus, tentative schedule, and instructor’s contact information can be found on Canvas.
STUDENT LEARNING OUTCOMES
Upon successful completion of this course students will be able to:
1. Calculate key financial ratios taken from financial statements in order to assess the liquidity, profitability, and solvency of private sector corporations.
2. Interpret key financial ratios taken from financial statements in order to assess the liquidity, profitability, and solvency of private sector corporations.
3. Explain key terms in accounting vocabulary.
4. Interpret accounting information in the context of the regulatory structure in which accounting and auditing operate.
5. Explain verbally and in writing the basic aspects of accounting’s role in corporate governance. These aspects include the provision of audits, the monitoring of performance, the budgetary planning process, and the structure of internal control systems.
6. Solve basic problems in costing.

TEACHING METHODS AND ASSIGNMENTS FOR ACHIEVING STUDENT LEARNING OUTCOMES
This course combines lectures delivered via short videos, independent study materials (e.g., notes), and a variety of tasks that students must perform well. I will upload the videos and independent study materials for each unit on Tuesdays of each week. The tasks include computational, conceptual, and case-based weekly homework assignments, bi-weekly quizzes, a project involving a company that is publicly traded in which students evaluate the accounting choices and policies of that company and a budgeting project.

I will upload videos and study materials on Tuesdays to Canvas. There is homework for each of the 12 units listed in this syllabus. The homework assignment for each unit is due on the Tuesday following the week of the unit as indicated in the tentative course schedule attached. All homework must be submitted through the homework software site. Manual homework will not be accepted for grading. The public company project is due on October 29, 2019. The budgeting project is due on November 26, 2019.

EVALUATION AND GRADING:
The following criteria will apply to the grading of assignments.

A: Work that demonstrates not only a clear understanding of the material under study, but also a superior ability to utilize that material in the assignment. All criteria are met. The student’s work goes beyond the task and contains additional, unexpected or outstanding features.

B: Work that demonstrates a good understanding of the material under study, and utilizes the material well in the assignment. The student meets the assignment criteria, with few errors or omissions.

C: Work that minimally demonstrates a basic or technical understanding of the material under study, and uses some relevant material in the assignment. Work may not address one or more criteria or may not accomplish what was asked.
F: Work that is incomplete, inappropriate and/or shows little or no comprehension of the material under study.

Students who pass this course will have demonstrated to the instructor that they are in a position to both (1) master subsequent coursework in accounting, finance, and other areas which depend upon a basic though solid mastery of skills and concepts which are central to accounting at an introductory level; and, (2) be capable of entering the managerial workforce armed with the skills and understandings of accounting that managerial labor markets would expect of an entry-level holder of a post-baccalaureate degree, diploma, or certificate in a business-related field. The instructor’s satisfaction with these competencies will be measured through a mid-term exam and a final exam as well as grading of the assignments indicated previously. These exams and assignments will include quantitative measurement of student performance in computational, short-answer, and essay tasks. The type of task will be matched to the specifics of each learning objective. For example, financial ratios demand computational assessment, vocabulary mastery demands short-answer assessment, and institutional and conceptual issues lend themselves to essay-based assessment.

Grades will be assigned according to the following scale:

- 93-100% yields an A in the course;
- 90-92.99% yields an A- in the course;
- 87-89.99% yields a B+ in the course;
- 83-86.99% yields a B in the course;
- 80-82.99% yields a B- in the course;
- 70-79.99% yields a C in the course; and, 69.99% or less yields an F in the course.

(Note that no grades of D are given in graduate classes).

The final course grades indicated above will be calculated as follows:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-weekly Quiz</td>
<td>30% of final grade</td>
</tr>
<tr>
<td>Public company project</td>
<td>30% of final grade</td>
</tr>
<tr>
<td>Budgeting project</td>
<td>20% of final grade</td>
</tr>
<tr>
<td>Homework</td>
<td>20% of final grade</td>
</tr>
</tbody>
</table>

During the semester, test grades will be posted on the course site and homework grades are posted on the myBusinessCourse website as they are completed. If a student feels there has been an error in the recording of a grade, he/she has three days from the day the grade was posted to bring the error to my attention.

WEBEX MEETING
Optional WebEx meetings are scheduled from 7:30 p.m. to 8:30 p.m. on Thursdays starting from August 29, 2019. The goal of the WebEx meetings is to go over the homework assignments and discuss difficult knowledge points accordingly. Below is list of scheduled WebEx meetings. You can access the meetings via Canvas.
**QUICKS**

There will be six quizzes administrated via Canvas. They will be available to you from 6:00 a.m. to 5:59 p.m. on the dates indicated below. Each quiz is 30 minutes.

<table>
<thead>
<tr>
<th>Quiz</th>
<th>Date</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sep 6</td>
<td>1 and 2</td>
</tr>
<tr>
<td>2</td>
<td>Sep 20</td>
<td>3 and 4</td>
</tr>
<tr>
<td>3</td>
<td>Oct 4</td>
<td>5 and 6</td>
</tr>
<tr>
<td>4</td>
<td>Oct 18</td>
<td>7 and 8</td>
</tr>
<tr>
<td>5</td>
<td>Nov 15</td>
<td>9 and 10</td>
</tr>
<tr>
<td>6</td>
<td>Dec 6</td>
<td>11 and 12</td>
</tr>
</tbody>
</table>

If a student has a work-related commitment which conflicts with the quizzes, he/she MUST send an email to the instructor requesting an alternate time. The student must send the email within the first two weeks of the semester-by August 31. After August 31, changes will be made ONLY for documented emergencies and illness.

**MAKEUP QUIZ**

Makeup quizzes will ONLY be given if a student is taking another class that meets during the scheduled exam time, a student is an athlete and has a required athletic event on the exam date, or a student has a documented family emergency or medical condition. Medical conditions or other circumstances that cause a student to miss a scheduled exam must be documented and approved by the Dean of Students Office. The instructor retains final authority to determine if the absence is justified and whether the student can take a makeup exam.

**QUIZ POLICIES**

1. Calculators will be allowed during quizzes.
2. Students are not allowed to copy, duplicate or photograph quizzes. Doing so will be considered a violation of the honor code.
3. Quiz grades are based on what students submit via the exam portal on Canvas only. A student will not get credit for a question answered correctly in other formats.
4. If a student believes there is an error in the grading of his/her quiz, he/she has one week from the date grades are available to request that the exam be re-graded. Quizzes will not be re-graded after a week.
SPECIAL ACCOMMODATIONS
Students who require special accommodations for exams should submit the Faculty Notification Letter no later than the second week of classes. All students requiring special accommodations for exams must take their exams at the Office of Accessibility Resources and Services (OARS). Initiating the testing accommodation procedure is the responsibility of the student.

HOMEWORK ASSIGNMENTS
An online system called myBusinessCourse will be used to handle the submission and grading of all homework assignments. The dates on which assignments will be available for online completion are indicated at the myBusinessCourse Web site. Because these assignment questions are auto-graded, students must format their responses precisely as instructed in each question. It is students’ responsibility to make sure that the homework is completed and submitted prior to the deadline. No work is accepted after the deadline. Students have unlimited attempts (“submits”) per homework assignment. Students also have unlimited opportunities to “check your work” over the five official attempts. The highest score earned on all attempts will be used to calculate the final homework grade. In addition, there is a total of 636.6 homework points but students only need to earn 573 points to achieve 100% for the semester. If a student earns more than 573 points, these do not count as extra credit. Once a student earns 573 points, no more points are counted towards his/her homework grade. DO NOT wait until the evening the homework assignment is due to start working on it. Homework deadlines are strictly observed. Extensions on homework are not given to students who are having problems with their computers. If a student’s computer is not working properly, plan on completing the homework in a computer lab. Going out of town and not having access to a computer is also not a valid excuse for receiving an extension on a homework assignment.

ACADEMIC INTEGRITY POLICY
Students are responsible for becoming familiar with the Academic Integrity Policy in all its aspects and for indicating their knowledge and acceptance of the Policy by signing the Academic Integrity pledge on all major work submitted for the course. Specific information on the Academic Integrity Policy may be found on the UNCG web site at https://drive.google.com/file/d/0B0rFGGhJvbDHUExSZmFFaWFmb00/view. Students are responsible for knowing what plagiarism is and avoiding it. Please refer to the faculty and student guidelines for general expectations for this class:
http://bae.uncg.edu/assets/faculty_student_guidelines.pdf
# TENTATIVE COURSE OUTLINE AND ASSIGNMENTS

<table>
<thead>
<tr>
<th>Unit</th>
<th>Week</th>
<th>Topics</th>
<th>Homework</th>
<th>Due</th>
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</thead>
</table>
| 1    | 1    | Intro to Accounting for MBAs (Modules 1 and 14)  
1. Demand and supply for financial accounting information  
2. Differences between financial accounting and managerial accounting  
3. Introduction to financial statements  
4. Introduction to managerial accounting | M1.25, M1.28, E1.34, P1.52, M14.13 | Aug 27 |
| 2    | 2    | Introduction to Transaction Analysis (Module 2)  
1. Balance sheet: assets, liabilities, and equity  
2. Income statement: recognizing revenues and expenses  
3. Statement of cash flows | M2.20, E2.27, E2.31, E2.33, P2.38 | Sep 3 |
| 3    | 3    | Constructing Financial Statements (Module 3)  
1. Basics of accounting  
2. Accounting cycle | P3.57, M3.18, E3.39, P3.51 | Sep 10 |
| 4    | 4    | Interpreting and Analyzing Financial Statements (Module 4 and 24)  
1. EPS and diluted EPS  
2. Return on equity (ROE)  
3. Return on investment (ROI)  
4. Residual income  
5. Return on assets (ROA)  
6. Operating asset ratios  
7. Operating efficiency ratios  
8. Liquidity ratios  
| 5    | 5    | Operating Income (Module 5 and 6)  
1. Revenue recognition  
2. Research and development expense  
3. Tax expense  
4. Restructuring charges and Discontinued operation | E5.34, P6.39, P5.52 | Sep 24 |
| 6    | 6    | Operating Assets (Module 5 and 6)  
1. Account receivables  
2. Inventory  
3. Property, plant and equipment | E5.41, E5.43, E6.23, E6.27 | Oct 1 |
<table>
<thead>
<tr>
<th>Unit</th>
<th>Week</th>
<th>Topics</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10</td>
<td></td>
<td>Public company project</td>
<td>Oct 29</td>
</tr>
<tr>
<td>10</td>
<td>12</td>
<td>Costs for Decision Making (Module 17) 1. Relevant costs 2. Special orders 3. Make or buy decisions 4. Constrained resource</td>
<td>M17.15, M17.17, M17.21, M17.23, E17.20</td>
</tr>
</tbody>
</table>
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<tbody>
<tr>
<td>15</td>
<td>No Class (Thanksgiving)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Budgeting project</td>
<td></td>
<td>Nov 26</td>
</tr>
</tbody>
</table>