

Instructor: Andrew Bird  
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Office: Posner 238  
Office Hours: M, W; 10:30 – 12:00 pm, or by appointment  
Webpage: [www.cmu.edu/blackboard](http://www.cmu.edu/blackboard)

Class Hours: Section 1: MW 8:30—9:20 a.m. IA SIM AU  
Section 2: MW 9:30—10:20 a.m. IA SIM AU

Recitations:		<i>Ho</i>	<i>Kim</i>	<i>Hwang</i>
	F 8:30—9:20 a.m.	A—IA SIM AU	B—WEH 6423	C—DH 1209
	F 9:30—10:20 a.m.	D—IA SIM AU	E—PH 226C	F—SH 222

**Recitation Leaders/office hours:**

Nam Ho	<a href="mailto:namh@andrew.cmu.edu">namh@andrew.cmu.edu</a>	Th 3:30—4:30 p.m.	Posner 240A
Ryan Kim	<a href="mailto:taewookk@andrew.cmu.edu">taewookk@andrew.cmu.edu</a>	Th 1:30—2:30 p.m.	Posner 261
Hyun Hwang	<a href="mailto:hyunh@andrew.cmu.edu">hyunh@andrew.cmu.edu</a>	Th 5:00—6:00 p.m.	Posner 240A

**Required Textbook:** Horngren's Accounting (10<sup>th</sup> Edition) by Nobles, Mattison and Matsumura.

**Course Objective:** Upon successful completion of this course you should be capable with the language of business for external (financial accounting) and internal (managerial accounting) use, able to

1. Journalize (make record of) business transactions, e.g. sales, purchase of equipment, borrowing money
2. Read financial statements, including the income statement, statement of owners' equity, balance sheet, and statement of cash flows
3. Determine the timing differences of the operating (e.g., purchase of inventory to sale of inventory, repeat) and accounting (journal entries to financial statements to closing entries, repeat) cycles
4. Measure inventory (in and out), capitalize assets, and account for issuance of stock
5. Apply appropriate cost measurement for manufacturing, merchandising, and service firms
6. Perform financial statement analysis, important for bank lending, and shareholder equity financing
7. Identify the goals of accounting for internal or managerial use, budgeting income statement format, and the categorization of costs into period and product, variable and fixed.
8. Perform Cost-Volume-Profit analysis in evaluating short-term business decisions: break-even points, sensitivity, margin of safety, product mix, and dropping products.

This course will introduce you to accounting, the language of business. The primary focus of the course will be financial accounting, or the measurement of business performance for external use. The main objective is to enable one to read, understand, and produce financial statements. The secondary focus of the course will be managerial accounting, or the measurement of business performance for internal use. The primary objective of this part of the course will be on the ways accounting information is used by managers to make decisions.

**Grading:** There are four components of your grade:

Quizzes	15%
Midterm I	20%
Midterm II	25%
Final Exam (cumulative)	40%

An overall grade of 90% guarantees an A, 80% a B and so on.

**Quizzes:** There will be 10 short quizzes held in recitations, of which only the 7 best grades will count. Plan on attending recitation each week so you can take the quizzes. Taking all quizzes allows you the opportunity to benefit from the dropped quizzes. There are no make-ups, but if you have an Excused Absence (***detailed below***) for more than three, come see me.

**Homework:** There will be short homeworks assigned each week. These will cover the material we are working on in class, and will help you develop skills for completing problem types for the exams. Your homework will not be graded and will be covered in recitation.

**Midterm Exams:** There will be two closed-book midterm exams, held during class time. All students are expected to take the midterms on the listed dates, in your assigned class sections to receive credit. **There will be no make-up midterms.** If you have an Excused Absence (***detailed below***), please provide me with the necessary documentation, and your grade will be reweighted using the other exams (quizzes remain 15%).

**Grading midterms:** To request a re-grade of an exam, submit the exam to me with a brief *written* explanation of your reasoning within 72 hours after the graded exams are distributed. Your exam cannot be written in pencil if you would like a re-grade. (*Note: re-grades may incur a loss of points; be confident your answers are better than graded.*)

**Final Exam:** The final will be closed book and cover all material from the semester. The final will be scheduled by the University later in the Semester (see <http://www.cmu.edu/hub/courses/exams.html>). *Freshmen in particular take note:* you do not have to start 3 exams within a 25 hour period. If the University has scheduled 3 or more of your exams within a 25 hour period, and you would prefer to take the exam at another time, let me know by **April 3** so I can schedule a makeup. I want to see you succeed and have a fair testing schedule.

**Excused Absences:** *Documented* participation in a University-sponsored event or travel with a sports team (given you provide me with advance notice); illness (with documentation from the health center that day); family emergency. If missing an exam, notice should come prior to the exam, or you will receive no credit. Written explanation is required, and can in cases of illness or emergency be produced after you notify me of your absence.

**Open Door:** I want to see you succeed in Introduction to Accounting. It can take some work to learn accounting. If you have any questions about the material, let me know, and I would be glad to help. Take advantage of your book and other course materials, your classmates, your recitation leaders (they hold office hours and would be happy to assist you during the week, even if they do not teach your specific recitation), and of course, my scheduled office hours. If you need extra help, email me and we can schedule a time to meet.

**University Rules:** Please get my consent before recording any lectures. If you feel recording class would help you overcome a learning challenge you face, contact the Office of Disability Resources to request accommodations.

**Academic Integrity:** University rules concerning student conduct will be strictly enforced.

Date	Chapter outline (Recitation/Calendar events)
M Jan. 12	Ch. 1—Accounting and the Business Environment
W Jan. 14	
F Jan. 16	Recitation (Ch. 1)
M Jan. 19	<i>No Class: Martin Luther King Day</i>
W Jan. 21	Ch. 2—Recording Business Transactions
F Jan. 23	Recitation (Ch. 2) and Quiz #1 on (Ch. 1)
M Jan. 26	Ch. 2—continued
W Jan. 28	Ch. 3—The Adjusting Process
F Jan. 30	Recitation (Ch. 3) and Quiz #2 (Ch. 2)
M Feb. 2	Ch. 3—continued
W Feb. 4	Ch. 4—Completing the Accounting Cycle
F Feb. 6	Recitation (Ch. 4) and Quiz #3 (Ch. 3)
M Feb. 9	Ch. 4—continued
W Feb. 11	Ch. 5—Merchandising Operations
F Feb. 13	Recitation (Ch. 1, 2, 3 & 4) and Quiz #4 (Ch. 4)
M Feb. 16	<b>Midterm #1 (Ch. 1, 2, 3, 4)</b>
W Feb. 18	Ch. 5—continued
F Feb. 20	Recitation (Ch. 5)
M Feb. 23	Ch. 6—Merchandise Inventory
W Feb. 25	
F Feb. 27	Recitation (Ch. 6) and Quiz #5 (Ch. 5 & 6)
M Mar. 2	Ch. 10—Plant Assets, Natural Resources, and Intangibles  <i>No Class: Spring Break</i>
W Mar. 4	
F Mar. 6	
M Mar. 9	
W Mar. 11	
F Mar. 13	
M Mar. 16	Ch. 13—Corporations
W Mar. 18	Recitation (Ch. 10 & 13) and Quiz #6 (Ch. 10 & 13)
F Mar. 20	
M Mar. 23	Ch. 16—Statement of Cash Flows
W Mar. 25	Recitation (Ch. 16) and Quiz #7 (Ch. 16)
F Mar. 27	
M Mar. 30	<b>Midterm #2 (Ch. 5, 6, 10, 13, 16)</b>
W Apr. 1	Ch. 17—Financial Statement Analysis
F Apr. 3	Recitation (Ch. 17)
M Apr. 6	Ch. 17—continued
W Apr. 8	Ch. 18—Introduction to Managerial Accounting
F Apr. 10	Recitation (Ch. 17 & 18) and Quiz #8 (Ch. 17)
M Apr. 13	Ch. 18—continued
W Apr. 15	Ch. 21—Cost-Volume-Profit Analysis
F Apr. 17	<i>No class: Spring Carnival</i>
M Apr. 20	Ch. 21—continued
W Apr. 22	Ch. 25—Short-Term Business Decisions
F Apr. 24	Recitation (Ch. 21) and Quiz #9 (Ch. 18 & 21)
M Apr. 27	Ch. 25—continued
W Apr. 29	
F May 1	Recitation (Ch. 25) and Quiz #10 (Ch. 25)
	<b>Final Exam (Ch. 1, 2, 3, 4, 5, 6, 10, 13, 16, 17, 18, 21, 25)</b>