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| https://sites.google.com/site/pavlinasingh/_/rsrc/1447628950406/home/YY.png?height=200&width=200 | **MGMT E-1000**  **Financial Accounting Principles**  **Division of Continuing Education**  **Harvard University**  **Spring 2016 Syllabus**  **Last Updated: February 22, 2016** |

**Course Objectives:** This course will provide an understanding of the four key financial statements (balance sheet, income statement, statement of shareholders’ equity, and statement of cash flows) used in business, how they are created via double-entry bookkeeping, transaction analysis, U.S. Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS) and other topics relevant to shareholders, managers, creditors, and potential investors. After completing this course, students should be able to read financial statements and understand an organization’s financial strategy. This course will be useful for the following audiences:

* Graduate students: Become well-versed in the business field through financial accounting.
* Undergraduate students: Understand how financial accounting relates to other business disciplines.
* Small business owners: Run your business more effectively through financial accounting tools.
* Business professionals: Financial accounting can clarify your company’s financial statements.
* Non-profit professionals: Understand the financials of government and non-profit organizations.
* Business executives: Financial accounting can address the needs of your shareholders or creditors.
* Board members: Become more knowledgeable about your organization’s financial statements.

**Class Meeting Time:** Thursday, 5:30-7:30 PM Eastern Time, Harvard Hall 104. First class meets on January 28, 2016.

**Instructor:** Peter Pavlina (email: [ppavlina@g.harvard.edu](mailto:ppavlina@g.harvard.edu))

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| Peter Pavlina | Peter Pavlina has twenty-five years’ experience in institutional investment management. He is the founder of Boston-based Hamersley Partners, a global investment management marketing firm. Before starting Hamersley Partners, he worked at Oechsle International Advisors where he was responsible for investment research, portfolio management, and business development. Prior to that, he was an international equity analyst at Keystone Custodian Funds, and an auditor and tax accountant at Price Waterhouse. Pavlina has an MS in management from the Sloan School at the Massachusetts Institute of Technology, an MS in taxation from Golden Gate University, and a BS in finance and accounting from Santa Clara University. He holds Series 7, 63, and 24 securities licenses and is a certified public accountant. |

**Head Teaching Assistant**: Kanwar Singh (email: [kanwar\_singh@g.harvard.edu](mailto:kanwar_singh@g.harvard.edu))

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| 1003861_476911822400901_1874420083_n (1).jpg | Kanwar Singh runs an international investment portfolio. He is an MBA degree candidate at the University of Massachusetts, class of 2016. He has completed an ALM in Management through Harvard University’s Division of Continuing Education. Before moving to Boston, Kanwar worked for Capital One as a Business Marketing Analyst in Virginia. He also worked as a Summer Analyst for Goldman Sachs, Axis Capital and W. R. Berkley. He received his Bachelor’s degree in Finance, graduating with Magna Cum Laude and University Honors distinctions, from Virginia Commonwealth University. He previously served on the Board of Directors of The Cultural Arts Center At Glen Allen, and as an ambassador for the White House Initiative on AAPIs. |

**Course Prerequisites:** Desire for career progression; enthusiasm to learn; ability to add, subtract, multiply and divide.

**Live Lectures:** Available during class meeting time: <https://canvas.harvard.edu/courses/8774/pages/lecture-video>. Students can ask questions and participate in classroom discussion from anywhere in the world. Here is the link to the chatroom: <https://canvas.harvard.edu/courses/8774/external_tools/1>.

**Recorded Lectures:** Available on Canvas, on the Virtual Classroom link in the left navigation bar, within 24 hours after the class is over.

**Textbook:** Peter Pavlina and Kanwar Singh have authored a financial accounting textbook to illustrate how organizations around the world use financial accounting. The textbook has been reduced to key concepts which are illustrated using real companies. The financial statements that are referenced throughout the text are accessible through the course website. The current and easy to follow examples explain not just financial accounting principles, but also help readers understand complex financial statements. The spring 2016 edition includes over seventy different U.S. and international organizations as case examples. The textbook is easily accessible on computers, tablets and other mobile devices. You have the ability to print the book if you would like. The book is different because it is succinct, condensed, streamlined, and to the point. Moreover, the textbook is geared towards working professionals, students, small business owners, and executives alike. Our objective is to prepare students to apply the principles immediately. Moreover, our lectures are an integral part of this book. Each student needs a unique transaction ID from the eBook purchase in order to take the quizzes and exams. You can purchase the book from the course website: [www.pavlinasingh.com](http://www.pavlinasingh.com).

**Harvard Canvas:** Please refer to Canvas (<https://canvas.harvard.edu/courses/8774>) for further details about the course.

**Course website**: Students can access all of the financial statements for the organizations, companies and businesses that are referenced in the textbook from this course website. At the end of the course, after reviewing over fifty different sets of financial statements, we hope that you will not be intimidated by financial statements, and can easily analyze financial strategy of any organization. Here is the web address: [www.pavlinasingh.com](http://www.pavlinasingh.com). You can purchase the book here.

**HBS Publishing coursepack**: Students will be able to understand various Harvard Business School Publishing (HBSP) cases after completing this course. While you are encouraged to read these cases as supplemental course readings, you will not be tested on these cases during this course. The cases can be purchased at a discounted price using this link: <https://cb.hbsp.harvard.edu/cbmp/access/47758264>.

**Teaching Assistants/ Live Sections** (all section times are Eastern Time Zone):

Students are welcome to attend any sections. If you have specific questions, please contact your assigned Teaching Assistant (TA).

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| Teaching Assistant | Day | Section Time | Student Last names | Emails |
| Kanwar Singh | Friday | 7:00 pm to 9:00 pm |  | kanwar\_singh@g.harvard.edu |
| Dana Gagnon | Sunday | 12:00 pm to 2:00 pm | H-N | dag331@g.harvard.edu |
| Minh Pham | Monday | 7:00 pm to 9:00 pm | A-G | mip923@g.harvard.edu |
| Ulises Arcos | Tuesday | 5:00 pm to 7:00 pm | O-Z | ulisesarcoscastrejon@g.harvard.edu |

All sections will take place online through the web conference platform, Big Blue Button, available through Canvas.

**Recorded Sections**: Available on Canvas approximately five hours after the section concludes. Access the recordings by clicking on “Conferences” in the left navigation panel of Canvas. Please contact TAs for any questions regarding homework, quizzes, exams, and other course related matters. Please contact Susan Goldstein (susan\_goldstein@harvard.edu) for any technical questions related to Canvas or Big Blue Button.

**Discussion Board:** Students are able to post mission related questions on the Discussion Board through Canvas. These questions will be answered by the course TAs and can be viewed by all students.

**Minh Pham** (email: [mip923@g.harvard.edu](mailto:mip923@g.harvard.edu))

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|  | Minh Pham has 9 years' experience of banking and financial service industry. She is a business relationship manager at Santander Bank. She helps business clients with their deposit accounts, treasury management, equipment financing, lines of credit, term loans as well as commercial real estate loans. Before working at Santander Bank, she was a Financial Solutions Advisor at Merrill Lynch. Prior to that, she was a Financial Center Manager at Bank of America. Minh has a Bachelor of Arts in Economics and International Relations from Boston University, a Master of Liberal Arts in Extension Studies, Concentration in Finance from Harvard University. She currently holds Series 7, 66, Life and Health Insurance and is an accredited asset management specialist. |

**Dana Gagnon** (email: [dag331@g.harvard.edu](mailto:dag331@g.harvard.edu))

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|  | Dana Gagnon has nearly 20 years corporate, entrepreneurial and management experience. having worked for such large and prestigious organizations as News Corp, Disney Corp (Miramax Films), Major League Soccer, Parker & Lynch Consulting and Harvard University. He is currently working on a start-up venture to simplify how sports fans access and consume their sports. His entrepreneurial and business advisory experience includes diverse industries including retail jewelry, sports, entertainment, new media, and traditional media. Dana completed the ALM (finance) at Harvard Extension School graduating May 2015 with honors and his B.A. with a double major in Business Management and Communications from Marymount Manhattan College in New York City graduating with honors. |

**Ulises Arcos** (email: [ulisesarcoscastrejon@g.harvard.edu](mailto:ulisesarcoscastrejon@g.harvard.edu))

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|  | Ulises Arcos-Castrejon has almost twenty years of experience teaching accounting in two different countries. He has taught Computer Applications in Accounting, Financial and Managerial Accounting, Principles of Management, and Math for Business and Finance. He coordinated an MBA program at the Tec de Monterrey campus in Cuernavaca, Mexico. Ulises ran the "Carnegie Mellon - ITESM Management Game"- a strategic management simulation, for five Tec de Monterrey campuses in Mexico. His professional career started as a staff accountant for a bees’ honey exporter, reconciling two foreign currency bank accounts, maintaining the general journal and general ledger, among other accounting functions. Ulises is a graduate of the ALM – Management/Finance program from the Harvard Extension School. He also holds both, an MBA and a BA in accounting degrees from Tec de Monterrey. |

**Susan Goldstein** (email: [susan\_goldstein@harvard.edu](mailto:susan_goldstein@harvard.edu))

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|  | Susan Goldstein has seven years of experience working in online education at the Division of Continuing Education at Harvard University. She trains faculty and students to use web conference programs and advises faculty about best practices for designing successful online courses. In addition she provides technical support and manages the logistics for web conference courses. She is also a co-chair of Harvard's abcd computer users' group for Technology in Education. Susan has an MLA inEducational Technology from the Harvard University Extension School and a BA degree in English from the University of Massachusetts. |

**Course Requirements:**

**Readings:** The reading assignments and assigned homework problems are all from the course textbook. All students are expected to prepare for class lectures by reading the assigned textbook missions before class and reviewing the mission slides. The slides can be found on Canvas. It is also encouraged that students perform some of the additional exercises and problems at the end of each mission for reinforcement.

**Exams**: Midterm and final exam questions will cover textbook readings, lecture materials and homework.

**Grading:** The final semester grade will be based on the following:

40% final exam

30% midterm exam

25% homework (we will count your highest 9 of the 11 homework assignments)

5% two quizzes (2.5% each)

\*We will provide extra-credit for active participation during weekly lectures, sections, and on the discussion boards.

The two exams and two quizzes (like the homework) for this course will be administered online through Canvas and therefore can be taken from any location. Note: we do not grant due date time extensions for homework since we drop 2 of the 11 homework assignments. Additionally, you will have unlimited attempts to receive 100% on homework assignments. Furthermore, we do not grant time extensions for quizzes or exams given constraints in Canvas. Note that the homework, quizzes, and exams are open book, open notes, are not proctored, and calculators are allowed. Plenty of practice exercises are available in the textbook, and we encourage students to work on them. All students are expected to follow Harvard University’s [Honor Code](http://handbook.gsas.harvard.edu/academic-dishonesty-and-plagiarism) and [Academic Integrity Policy](https://www.extension.harvard.edu/resources-policies/student-conduct/academic-integrity) throughout the semester.

The grading methodology will be determined at the end of the semester. We will look at the class performance and determine the cut-off for the various grades after the final exam. The final grades will be released through HES’s [online service portal](https://www.extension.harvard.edu/login) on May 25, 2016. Due to Harvard student confidentiality policies, we have no control over this process. Moreover, all grades are final. Out of fairness to all other students, we will not adjust grades due to your personal circumstances. If you wish to appeal your final grade, you are welcome to do so by contacting the HES’s [financial and registration committee](https://www.extension.harvard.edu/resources-policies/student-conduct/filing-appeal).

Course adds/drops, and late final exam requests, are managed by Harvard Extension School. Be sure your email address is up to date with the school since that is the email address we use to communicate with students. If you need immediate I.T. assistance, please contact the student support line: [617-998-8571](tel:617-998-8571) (urgent). For non-time sensitive issues, please email: [academictechnology@dce.harvard.edu](mailto:academictechnology@dce.harvard.edu).

**Class Calendar** (All exam, quiz and homework due date times are in Eastern Timezone)

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| Week # | Date | Topics | Assigned Missions\* | Assigned Homework |
| 1 | 01/28/2016 | Introduction | 1 | Mission 1 Problems  Due date: 02/10/2016 |
| 2 | 02/04/2016 | Financial Statements | 2 | Mission 2 Problems  Due date: 02/10/2016 |
| 3 | 02/11/2016 | Recording Transactions | 3 | Mission 3 problems  Due date: 02/17/2016 |
| 4 | 02/18/2016 | Balance Sheet | 4 | Mission 4 problems  Due date: 02/24/2016 |
| Quiz #1 | | **Quiz #1 (Missions 1-3):** Quiz window is open from 02/19 at 12:01 AM until 02/20 at 11:59 PM. Quiz has a 90 minute time limit. | | |
| 5 | 02/25/2016 | Income Statement | 5 | Mission 5 problems  Due date: 03/02/2016 |
| 6 | 03/03/2016 | Midterm Review Session | | |
| 7 | 03/10/2016 | HBSP case discussions: 1) AIG – Blame for the Bailout  2) Before the Fall: Lehman Brothers 2008 | | |
| Midterm Exam | | **Midterm Exam (Missions 1-5):** Exam window is open from 03/11 at 12:01 AM until 03/12 at 11:59 PM. Exam has a three hour time limit. | | |
| 8 | 03/17/2016 | Spring Break – No class or sections held | | |
| 9 | 03/24/2016 | Current Assets | 6 | Mission 6 problems  Due date: 03/30/2016 |
| 10 | 03/31/2016 | Non-Current Assets | 7 | Mission 7 problems  Due date: 04/06/2016 |
| 11 | 04/07/2016 | Liabilities | 8 | Mission 8 problems  Due date: 04/13/2016 |
| 12 | 04/14/2016 | Stockholders’ Equity | 9 | Mission 9 Problems  Due date: 04/20/2016 |
| Quiz #2 | | **Quiz #2 (Missions 6-8):** Quiz window is open from 04/15 at 12:01 AM until­­­ 04/16 at 11:59 PM. Quiz has a 90 minute time limit. | | |
| 13 | 04/21/2016 | Cash Flow Statement | 10 | Mission 10 Problems  Due date: 04/27/2016 |
| 14 | 04/28/2016 | Analyzing Financial Statements | 11 | Mission 11 Problems  Due date: 05/04/2016 |
| 15 | 05/05/2016 | Final Exam Review Session | | |
| 16 | 05/12/2016 | HBSP case discussions: 1) Identify the nonprofit  2) Statement of cash flows: three international examples | | |
| Final Exam | | **Final Exam (Missions 6-11):** Exam window is open from 05/13 at 12:01 AM until 05/14 at 11:59 PM. Exam has a three hour time limit. | | |