



**Carleton University
Sprott School of Business
BUSI 1003 A
Survey of Accounting
Fall 2019**

INSTRUCTOR:

Patti Proulx, CPA, CMA

Office: TBA

Patti.Proulx@carleton.ca

Office Hours:

- Mondays 12 to 1 p.m.
- Thursdays 7:30 to 8:30 a.m.
- Or by appointment

Lecture – Thursdays 8:35 a.m. to 11:25 a.m. – Room TBA

Precludes additional credit for BUSI 1001, 1002, 1004 and 1005.

No pre-requisites

TEACHING ASSISTANTS:

Teaching assistants are available to assist students with course concepts. Please refer to cuLearn for TA office hours and locations.

COURSE CALENDAR DESCRIPTION FROM THE 2019/2020 UNIVERSITY CALENDAR:

Introduction to accounting information, the basic accounting cycle, and consideration of selected financial statement topics. Analysis of cost behavior and the uses and limitations of accounting information in planning, controlling and decision-making processes.



COURSE DESCRIPTION:

This course is geared to non-business students and discusses the preparation of basic financial statements. We examine accounting rules concerning assets, liabilities, shareholders' equity, revenue and expenses. The course also covers basic financial statements analysis so that we can make conclusions about a business' solvency, liquidity and profitability. We will then spend some time studying selected management accounting topics, so students know what is required when business make decisions.

LEARNING OUTCOMES:

By the end of the course, students should:

- Have increased their vocabulary of business terms.
- Be able to explain the elements of basic financial statements.
- Analyze financial statements to determine if a business is profitability, solvent and liquid.
- Understand cost behavior and make good business decisions

WEB PAGE:

I will make extensive use of cuLearn to post course materials, exam results and other announcements. You must refer here for any changes to course materials and dates.

REQUIRED TEXTBOOK:

The required textbook is *Survey of Accounting* by Kimmel and Weygandt, First Edition, 2017, Published by Wiley. The e-book and loose leaf textbook are available at the University Bookstore.

GRADING SCHEME:

On-line Quizzes	30%
Mid-term Examination	35%
Final Examination	<u>35%</u>
	100%

Note: All final grades are subject to the Dean's approval.

On-Line Quizzing:

Weekly quizzes are to be completed by students on cuLearn and are worth 30% of the overall grade in the course. The first is due Thursday, September 19 and are due each Thursday at midnight. There will be 8 quizzes in all and your best 7 quizzes will count toward your final grade. Please consult the schedule on the next page.

Examinations:

- The **mid-term** will be held on Thursday, October 31 from 8:35 to 10:35 a.m. It will cover material in **Chapters 1, 2, 3, 4, 6, & 7.**

- The only valid excuse for missing the mid term exam is for emergency medical reasons, or death in the family. Should you miss the mid term exam for emergency medical reasons, please submit your medical certificate to me by Tuesday, November 5. A make-up mid term exam will be offered to students who miss the mid term for a valid reason.
- Any other reason for missing the mid term exam (such as travel, sleeping in late, wanted to visit your family, didn't feel like writing the mid term, not prepared for the mid-term, don't like mid-terms, etc.) cannot be considered.
- The **final examination** will be held in the examination period and will cover chapters 8, 9, 10, 11, 12, 14 and 16.
 - If you miss the final exam due to illness, the application for a deferral must be made in writing to the Registrar's Office no later than three working days after the original final examination or the due date of the take-home examination.

REVIEW PROBLEMS AND STUDENT RESPONSIBILITIES:

To do well in this course, as with any other accounting course, it is necessary to work out as many problems as you can. In addition to the problems covered in class, please attempt the demonstration problems included at the end of each chapter of the text. You should also attempt the homework problems. I have posted videos of me taking up the homework problems on cuLearn should you require extra explanation of the solutions. You should expect to spend 7 to 10 hours per week on this course.

COURSE SCHEDULE:

<i>Date</i>	<i>Chapter</i>	<i>Topic</i>	<i>Quiz Due - Covering Chapter(s)</i>
September 5	1	Introduction to Financial Statements	
September 12	2	A Further Look at Financial Statements	
September 19	3	The Accounting Information System	Quiz #1 -Chapters 1 & 2
September 26	4	Accrual Accounting Concepts	Quiz #2 – Chapter 3
October 3	6	Recording and Analyzing Merchandising Transactions, Receivables and Inventory	Quiz #3 - Chapter 4
October 10	7	Reporting and Analyzing Long-Lived Assets	Quiz #4 - Chapter 6
October 17	8	Reporting and Analyzing Liabilities and Stockholders' Equity	Quiz #5 Chapter 7
October 24	No Class –Fall Break		No quiz due – that wouldn't be nice
October 31	Mid term exam – covers chapters 1, 2, 3, 4, 6 and 7 Takes place during regular class time		
November 7	9	Financial Analysis: The Big Picture	Quiz #6 -Chapter 8
November 14	10	Managerial Accounting	Quiz #7 -Chapter 9
November 21	11	Cost-Volume-Profit	Quiz #8 -Chapter 10
November 28	12	Incremental Analysis	
December 5	14	Budgetary Control and Responsibility Accounting	
	16	Planning for Capital Investments	
December 9-21	Final Exam Period		

ADDITIONAL INFORMATION

Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

Group work

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

Academic Regulations

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and is survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

Academic Integrity

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>.

Sprott Student Services

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

Important Information:

- Students must always retain a hard copy of all work that is submitted.
- All final grades are subject to the Dean's approval.
- For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>