



BUSI 1004 B,C,D,E,F,G and H Financial Accounting for Business Students

Winter 2020

COURSE OUTLINE

Instructor	Sections	Office	Contact information	Office hours
Maryam Firoozi, Ph.D.	B and C	DT 1015	Maryam.Firoozi@carleton.ca 613-520-2600 ext. 1759	Wednesdays 12 to 2 pm and by appointment
Kate Ruff, Ph.D.	D and E	DT 2125	Kate.Ruff@carleton.ca	By Appointment
Ouafa Sakka, Ph.D.	F, G and H	DT 1008	Ouafa.Sakka@carleton.ca 613- 520-2600 ext. 3109	By Appointment

Course description & outcomes

BUSI 1004 is the first accounting course in a two-course sequence (with BUSI 1005). This financial accounting course is an integrated introduction to accounting principles and practices. Accounting has often been called "the language of business". This course is designed to help you begin to understand and communicate in this language - something that is important for users of accounting information - not just preparers of it. The course should also help you gain an appreciation for the uses of accounting information and the limitations inherent in accounting information.

In order to pass this course, students should be able to demonstrate ability to:

- a) Understand and prepare financial statements.
- b) Outline the purpose, use, and limitations of accounting measurements and reporting.
- c) Critically analyze and interpret accounting information for decision purposes.

Successful completion of this course will also give you a solid foundation for additional study and careers in business.



Calendar Description

Introduction to accounting for business organizations. The student will be introduced to the accounting process and the preparation and analysis of the balance sheet, income statement, and cash flow statement.

Precludes additional credit for BUSI 1003 and 1001.

Prerequisites

BUSI 1701 or BUSI 1800. Restricted to B.Com. and B.I.B. students.

This course is a prerequisite to

1. BUSI 1005 (with a grade of D- or higher)
2. BUSI 2005 (with a grade of C- or higher)
3. BUSI 2001 (with a grade of C or higher)

Required Course Materials

Textbook: You do not need to purchase a textbook for this course. The textbook is provided in cuLearn.

You will need a calculator for this course. Any calculator will do as long as it is **not programmable**. You cannot use the calculator functions of your cell. phone on exams.

Grading Scheme

Quizzes	20%
Quickbooks Assignment	5%
Mid-Term	30%
Final Exam – 3 hours	<u>45%</u>
	<u>100%</u>

QUIZZES:

The *quizzes* will be due on the following dates at 11:59PM as follows:

Chapter Coverage	Due Date
1-2	Jan 19
3	Feb 2
4	Feb 9
5	Feb 16
6	Mar 3
7	Mar 8
8	Mar 15
9	Mar 22
10	Mar 29
11	Apr. 5

The quizzes consist of answering 5 multiple choice questions (with the exception of Quiz # 2 which will consist of 10 questions) and are to be submitted through cuLearn.

You will be allowed two attempts at each quiz. The best of the two attempt grades will count as your quiz grade. The best 9 quizzes count towards your final grade. You have 45 minutes to attempt each quiz (except for Quiz 2 which is 90 minutes)

Mid-Term

The ***mid-term examination*** will be held on Saturday February 29th, from 9:00 am to 11:00 am. The mid-term will cover chapters 1-5.

The mid-term will be marked by the teaching assistants and myself. We follow a rigorous quality control process that reasonably assures that the grade awarded on your mid-term is fair. However, no system is 100% error-free, so it is possible that you may wish to call into question a grade that has been awarded. If this happens, drop by the TA office hours to discuss the issue within seven calendar days following the date the exams were distributed in class.

The only accepted reason for missing the mid-term is are medical or death in the family and must be documented with a medical certificate. Any other reason (such as travel, etc...) will not be considered. For students with a valid absence, the make-up mid-term will be held on Monday March 9, **from 06:15 – 08:15am**. If you miss the make-up midterm for any reason, your grade on the mid-term will be zero, i.e. there will be no make-up-make up mid-term and it is absolutely not possible to write an 75% final exam.

In order to be eligible to write the deferred mid-term exam, you must provide me a medical note within three days of the mid-term exam date. The medical note must be dated within two days after the mid-term exam at the latest. You can scan the medical note, or take a picture and e-mail it to me.

The final examination will be held in the final exam period (April 13-25). The duration of the exam will be 3 hours. The final examination will cover the whole course. You need to obtain a minimum grade of 40% on the final exam to pass this course.

The ***Quickbooks Assignment*** will be due on February 10 (Part 1- Registering with Quickbooks and setting up your Quickbooks account) and on March 23 11:59 PM (Part 2- entering all of the transactions for one of the chapter 3 in-class problems and producing the financial statements using the Quickbooks Accounting software). You will be asked to submit in cuLearn an excel spreadsheet and a screen shot of the trial balance showing your name. More details will be provided in cuLearn.

The Flipped Classroom

This course uses a flipped classroom format. There are no formal in-class lecture. Instead, you have videos to watch before class. These videos cover the same material that would normally be covered in a class lecture.

You are expected to watch the videos before each class. You should come to class already aware of the material and ready to work through problems in class. As you watch the videos, make notes and bring these notes to class with you. If you have any questions about the content in the videos, please raise them in class or email a TA or your instructor.

Class time will be spent on topic review and in-class problems. It is very important that you come to class ready to work. Class time is for active learning! You are expected to work through problems in class. If you are struggling with the work please put your hand up to ask questions. If you complete the in class problems, consider helping your classmates. There is no better way to learn than to teach.

Student's Responsibilities with regards to deadlines

It is your responsibility to ensure that you meet (1) the quiz deadlines above, (2) the Quickbooks assignment deadlines above (3) the mid-term date and time, and (4) the final exam date and time. It's as easy as entering these in your calendar on your smart phone or paper agenda. If you send me an e-mail asking me for any sort of accommodation on any of the above, I will reply in the negative. Also, please think twice about starting a quiz attempt. If you start an attempt on the incorrect quiz, I will not be able to reset the quiz for you – the attempt will count as one of your two attempts.

When you register for this course, you are doing so on the assumption that you are fully available during the mid-term exam period and the final exam period (April 13-21). I will not accommodate any requests to write the mid-term or final exam early or late.

How to do well in this course:**ATTEND CLASS, AND PRACTICE, PRACTICE, PRACTICE...**

To perform well in this course, you must spend time answering extra problems and checking the answers to test your understanding. To maximize your learning, you should make an honest attempt at the question before peeking at the solution. Simply reading a question and then turning to the solution right away is next to useless. You will find that there is likely to be a direct correlation between the number of problems you prepare, your attendance in class and your course grade.

You are provided with detailed solutions to all of the problems in the textbook. In addition, some of the problems are identified with a video icon (). These problems are accompanied with a video that takes up the problem in detail.

Teaching Assistants and Support

Teaching assistants are available to support you throughout this course. They will answer any questions posted to the Discussion Forums in a timely manner. In addition, senior accounting TA's will be holding office hours. The office hour schedule will be posted to cuLearn.

Videos

If you encounter technical issues watching the videos, usually the solution is to try to view them using a different browser. If this does not work, send an e-mail to capture@carleton.ca. Make sure you specify which course you are registered and which specific video is giving you trouble.

FINAL THOUGHTS

For many students, this course is a difficult one. Part of this difficulty stems from a challenging subject matter, but the biggest difficulty comes from failing to devote enough effort to working with the material. Like calculus and other courses where no two problems look alike, financial accounting requires that you practice working with it—over and over and over.

These observations have a number of implications for you and I. First, you will have to spend many hours during, and after watching the videos and class working on the course. This course contains lots of new vocabulary and concepts, so don't be afraid to ask the TA's for clarification or examples. After class, you should review both your notes and the suggested solutions to the assigned problems to improve your understanding. It is absolutely essential that you keep up with the assigned reading and end-of-chapter problems.

In exchange for your hard work, you can expect the same from me. For example, expect the TA and I to enthusiastically answer any and all of your questions. Expect us to provide timely feedback on how well you are understanding the material.

Course Schedule

<i>Week of</i>	<i>Topic</i>
Jan 6	Introduction to Financial Accounting and Financial Statement: the Statement of Financial Position and the Income Statement (ch 1)
Jan 13	The Accounting Cycle (ch 2)
Jan 20	Adjusting Journal Entries (ch 3)
Jan 27	Adjusting Journal Entries (ch 3) – cont'd
Feb 3	Financial Statement Analysis (ch 4)
Feb 10	Cash and Investments in Equity Securities (ch 5) Quickbooks Assignment part 1 due
Feb 17-21 Winter Break	
Feb 24	Revenue Recognition and Accounts Receivable (ch 6)
Saturday Feb 29, 9am-11am Midterm Exam for all sections, Chapters 1-5	
Mar 2	Inventory (ch 7)
Mar 9	Property, Plant and Equipment and Intangibles (ch 8)
Mar 16	Liabilities (ch 9)
Mar 23	Shareholders' Equity (ch 10) Quickbooks Assignment part 2 due, March 23 on CuLearn, all sections
Mar 30	The Statement of Cash Flow (ch 11)

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

Course Outline (Syllabus) Information on Academic Accommodations

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/>

January 3, 2020	University reopens.
January 6, 2020	Winter term classes begin.
January 17, 2020	Last day for registration for winter term courses.
	Last day to change courses or sections (including auditing) for winter term courses.
	Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in winter 2020 and must register for the winter 2020 term.
January 17-19 and 24-26, 2020	Fall term deferred final examinations will be held.
January 31, 2020	Last day for withdrawal from winter term and winter portion of fall/winter courses with full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
February 1, 2019	Last day for receipt of applications for admission to the Bachelor of Architectural Studies and the Bachelor of Social Work degree programs for the fall/winter session.
February 14, 2020	April examination schedule available online.
February 17, 2020	Statutory holiday. University closed.
February 17-21, 2020	Winter Break, no classes.
March 1, 2020	Last day for receipt of applications from potential spring (June) graduates.
	Last day for graduate students to submit their supervisor-approved thesis in examinable form to the department.
	Last day for receipt of applications to Bachelor of Humanities, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Journalism, Bachelor of Journalism

and Humanities, and the Bachelor of Music degree programs for the fall/winter session.

Last day for receipt of applications for admission to an undergraduate program for the summer term.

Last day for receipt of applications for admission from candidates who wish to be guaranteed consideration for financial assistance (including Carleton fellowships, scholarships and teaching assistantships) administered by Carleton University. Candidates whose applications are received after the March 1 deadline may be considered for the award of a fellowship, scholarship or teaching assistantship (Graduate students only).

March 13, 2020 Last day to request Formal Examination Accommodation Forms for April examinations to the Paul Menton Centre for Students with Disabilities. Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.

March 24, 2020 Last day for summative tests or examinations - or for formative and/or practical tests or examinations totaling more than 15% of the final grade - before the official examination period (see Examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

April 1, 2020 Last day for receipt of applications for admission to an undergraduate program for the fall/winter session from candidates whose documents originate outside Canada or the United States, except for applications due February 1 or March 1.

April 7, 2020 Winter term ends.

Last day of fall/winter and winter term classes.

Last day for take-home examinations to be assigned, with the exception of those conforming to the Examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

Last day for academic withdrawal from fall/winter and winter term courses.

Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall/winter and winter term courses.

April 8-9, 2020	No classes or examinations take place.
April 10, 2020	Statutory holiday. University closed.
April 13-25, 2020	Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all seven days of the week.