



**Carleton University**  
**BUSI 1001R**  
**Winter 2024**  
**Principles of Financial Accounting**

**COURSE OUTLINE**

<i>Instructor</i>	Ouafa Sakka, Ph.D., M.Sc.
<i>Office</i>	7038 Nicol Building
<i>E-mail</i>	<a href="mailto:ouafasakka@cunet.carleton.ca">ouafasakka@cunet.carleton.ca</a>
<i>Modality</i>	100% asynchronous
<i>Office Hours</i>	By appointment. Send me an e-mail if you need to meet and we can set up a suitable time.

**Teaching Assistants: TBD- will be posted in Brightspace.**

**Course Calendar description from the [2023/2024 University calendar](#)**

Discussion of the concepts of asset valuation and income measurement underlying the preparations and interpretation of financial statements.

Precludes additional credit for BUSI 1003 and BUSI 1004.

Prerequisite(s): [BUSI 1800](#), or enrolment in Statistics with Concentration in Actuarial Science B.Math Honours.

**Course description & outcomes**

BUSI 1001 is the first accounting course in a two-course sequence (with BUSI 1002). 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.

### Required Course Materials

You do not need to purchase a textbook for this course. The textbook is provided in PDF in Brightspace.

You will need a calculator for this course. Please see 'Additional Information' for recommended calculators.

### Intellectual Property

All course materials are protected by copyright and remain the intellectual property of the instructor. Students registered in the course may only use course materials for their own educational use. Students are not permitted to reproduce or distribute lecture notes or other course material publicly for commercial or non-commercial purposes without express written consent from the instructor.

### Grading Scheme

Quizzes	30%
Mid-Term Simulation	5%
Mid-Term- 1.5 hours	25%
Final Exam – 3 hours	<u>40%</u>
	<u>100%</u>

The *quizzes* will be due on the following dates at midnight as follows:

Quiz #	Chapter Coverage	Due Date
1	1-2	Jan 21
2*	3	Feb 4
3	4	Feb 11
4	5	Feb 25**
No quiz on chapter 6 because of the midterm on Sunday March 3rd		
5	7	Mar 10
6	8	Mar 17
7	9	Mar 24
8	10	March 31
9	11	Apr 10***

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 Brightspace.

\*Note that Quiz # 2 is worth double.

You will be allowed two attempts at each quiz. The best of the two attempt grades will count as your quiz grade. The **best 7 quizzes** out of 9 count towards your final grade. You have 45 minutes to attempt each quiz (except for Quiz 2 which is 90 minutes). This means you get to “miss” two quizzes and it will not affect your grade. If you miss a quiz, please, do not email me with a request to re-open it. It will be counted as one of your misses.

\*\*The due date of Quiz 4 is extended to February 25th because of the winter break the week before.

\*\*\* The due date of Quiz 9 is extended to April 10th – the last day of the winter semester.

Please enter these dates in your calendar!

**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.**

The *mid-term simulation* (5%) will be available on Brightspace and **must be completed by Sunday, February 18<sup>th</sup>, 11:59p.m.** The marking will be based **on attempt only** and on whether you are correctly using Excel when preparing the spreadsheet for the problems (i.e. using separate spreadsheets for each problem, etc...).

The *mid-term examination* (25%) will be held on **Sunday March 3rd from 10:00a.m.-11:30a.m. (90 minutes)**. The mid-term will cover chapters 1-5. It will be written at distance online in Brightspace and e-proctored using the Co-Mas software. You will receive clear instructions on how to install and test Co-Mas one week before the mid-term. Long used by Carleton, Co-Mas is not invasive AI-based software, but tools focused on delivering support, transparency, and flexibility. The Examination Services remain committed to continuing to provide information about these e-proctoring systems to Carleton students. *The privacy and security of any student data remains Carleton's top concern and both platforms have undergone security and privacy reviews by Carleton's Information Security and Privacy Offices, respectively.* For more information about Co-Mas, please check the following link: <https://carleton.ca/ses/e-proctoring/#sect2>.

The only valid excuse for missing the mid-term is for medical reasons or death in the family and must be documented with a medical certificate. Any other reason (such as travel, etc...) cannot be considered. The medical note must be dated **Tuesday March 5th** at the latest. You can scan the medical note, or take a picture and e-mail it to me. In order to be eligible to write a deferred mid-term exam, you must provide me with the medical note by end of day on **Wednesday March 6th**.

*The final examination (40%)* will be held in the regular examination 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 final exam will also be written at distance online in Brightspace and **will be e-proctored using the Co-Mas software.**

The mid-term and final exams 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, contact the TA and Cc me, we will look into it.

### **Student's Responsibilities with regards to deadlines**

It is your responsibility to ensure that you meet (1) the quiz deadlines above, (2) the mid-term date and time, and (3) 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.

### **The 'Slides and Instructions' Files**

These documents located in Brightspace provide you with the road map to the course:

- the first page of the Chapter File provides you with the list of the videos you should be watching and the order in which you should be watching them,
- the remaining pages provide you with a copy of the PowerPoint slides and in-class problems that are taken up in the videos

All you literally need to do is to print the chapter files out and follow along.

### **How to do well in this course:**

#### **WATCH ALL VIDEOS, 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 diligence in keeping up with the course content 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.

## 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](mailto: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 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 watching the videos, 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.

In past years, many students struggled in this course mainly because they underestimated the time and commitment required to be successful. This is an elective course for most students so when times get tough, for example when term work and exams start piling up for your major courses of study, BUSI 1001 takes a back seat often resulting in poor marks.

**To be successful** in this course, you need to answer yes to the following questions:

- Am I interested in business and accounting?
- Can I devote around 7 hours consistently every week to this course?

**If your answer is NO to either of the questions, you should seriously rethink your decision to take BUSI 1001.**

**Ensure you watch the *Introductory Video* to the course before you do anything else. This video will go over the course outline and provide you with tips to allow you to be successful in this course.**

## Course Schedule

<i>Week #</i>	<i>Week of</i>	<i>Topic</i>
1	Jan 8	Introduction to Financial Accounting and Financial Statement: the Statement of Financial Position and the Income Statement (ch 1)
2	Jan 15	The Accounting Cycle (ch 2) Quiz 1 (chapters 1, 2) due Jan 21
3	Jan 22	Adjusting Journal Entries (ch 3)
4	Jan 29	Adjusting Journal Entries (ch 3) – cont'd Quiz 2 (chapter 3) due Feb 4
5	Feb 5	Financial Statement Analysis (ch 4) Quiz 3 (chapter 4) due Feb 11
6	Feb 12	Cash and Investments in Equity Securities (ch 5)
<b>Fall break February 19-23</b>		
		Quiz 4 (chapter 5) due Feb 25
7	Feb 26	Revenue Recognition and Accounts Receivable (ch 6)
<b>Midterm March 3<sup>rd</sup> from 10:00a.m.-11:30 a.m. (chapters 1-5)</b>		
8	Mar 4	Inventory (ch 7) Quiz 5 (chapter 7) due March 10
9	Mar 11	Property, Plant and Equipment and Intangibles (ch 8) Quiz 6 (chapter 8) due March 17
10	Mar 18	Liabilities (ch 9) Quiz 7 (chapter 9) due March 24
11	Mar 25	Shareholders' Equity (ch 10) Quiz 8 (chapter 10) due March 31
12	Apr 1	The Statement of Cash Flow (ch 11) Quiz 9 (chapter 11) due April 10

Contribution to Learning Goals of the Program ([BCom](#), [BIB](#)):

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
<b>CHECK (X) ONE PER ROW</b>				
<b>BC1 Knowledge</b> <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				X
<b>BC2 Collaboration</b> <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>	X			
<b>BC3 Critical Thinking</b> <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.</i>	X			
<b>BC4 Communication</b> <i>Graduates will be effective and persuasive in their communications.</i>	X			
<b>BI5 Global Awareness (BIB ONLY)</b> <i>Graduates will be globally-minded.</i>	X			

## 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.

### Grading

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 Accommodation

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](https://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](https://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](mailto: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](https://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 its 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](https://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](https://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.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the 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. **For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

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 Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at [bcom@sprott.carleton.ca](mailto:bcom@sprott.carleton.ca) or at [bib@sprott.carleton.ca](mailto:bib@sprott.carleton.ca).

### **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](http://carleton.ca/csas).

### **Important Information:**

- Students must always retain a 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 <https://carleton.ca/its/get-started/new-students-2/>
-