

REVISED DECEMBER 21



**CARLETON UNIVERSITY  
SPROTT SCHOOL OF BUSINESS  
BUSI-1003 – SECTION B  
WINTER 2023  
SURVEY OF ACCOUNTING**

**Instructor:** John Jarecsni, CPA, CMA  
**Office:** none  
**Email:** [John.Jarecsni@carleton.ca](mailto:John.Jarecsni@carleton.ca)  
**Office Hours:** Tuesday 5pm – Nicol Building main level in front of Bridgehead  
Other times by appointment  
**Class Time:** Tuesday 6m to 9pm  
**Location:** 4010 Nicol Building (please check Carleton Central at this may change)

**TA:** to be determined  
**Office Hours:** none

**Modality:** In person

**Pre-requisites & precluded Courses:**

none

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**Course Description from the 2021/2022 Undergraduate Course 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 businesses 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 profitable, solvent and liquid.
- Understand cost behavior and make good business decisions

### **COURSE DELIVERY**

#### Brightspace

Everything important to your academic success in this course will be posted on Brightspace, including solutions to the problems from the textbook.

Brightspace will be divided into weekly modules. Each module will contain a sub-folder of narrated Power-Point slides, a sub-folder of narrated solutions to textbook problems and a discussion board. As well, most weeks there will be an assignment.

#### Classes

Class will be in-person.

### **Reading(s)/Textbook(s)/Required Materials:**

#### Textbook

The required textbook is *Survey of Accounting* by Kimmel and Weygandt, Second Edition, 2019, Published by Wiley. ISBN: 978-1-119-59134-4



The hard copy of the textbook is available at Haven Books: 43 Seneca St, Ottawa, ON K1S 4X2 (most likely not available until the 1<sup>st</sup> week of classes).

I will also be supporting the 1<sup>st</sup> edition of this book. The 1<sup>st</sup> edition is very similar to the 2<sup>nd</sup> edition and the only noticeable difference is that some of the chapters were renumbered in

the 2<sup>nd</sup> edition. Copies of this book are widely available online at a wide range of prices. Almost all students enrolled in prior years used first edition.

### **Course Requirements & Methods of Evaluation (including due dates):**

1. Weekly Assignments (9)	20%
2. Midterm Exam	35%
3. Comprehensive Cumulative Final Examination	45%

#### **1. Weekly Assignments**

The weekly assignments will be posted on Brightspace. Assignments are to be submitted through a drop-box on Brightspace.

Assignments can be submitted individually or in pairs. If you are working with someone, please only submit a single copy of the assignment, and please make sure that the name of the file contains both of your names. Title pages are not required. Your overall assignment grade will consist of the best 8 out of 9 assignments. Please see the class schedule for a list of assignment due dates.

Late work policy: The assignment deadlines are at least one week after the completion of related course material (sometimes more) and as such, should be sufficient. Yet, sometimes, despite our best efforts, and for good reasons, we can't meet our deadlines. You have two days of grace that you can apply to missed assignment deadlines. For example, a single assignment may be two days late or two assignments may each be one day late with no penalty. No reason required. No questions asked. That said, I need an email by the deadline indicating you will be late, but plan on submitting. It's important to me to post the solution as soon as possible for the other students, as this is a best practice for learning. I don't want all students to wait for submissions that aren't coming. Once the two days have been used, no further lateness will be accepted and any late submissions at that stage will not receive a grade.

#### **2. Midterm**

The mid-term will be held in class on Tuesday February 14 at 6pm. The midterm will be based on all of the material covered up to this point of the course (Chapters 1,2,3,4,5,6,8 and Appendix D). The midterm will be 2 hours in length.

The mid-term will be marked by the teaching assistants together with the professor and follow a rigorous quality control process that (hopefully) ensures that the grade awarded on exams 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 on a test or assignment. In this circumstance, please email me a brief note describing the difficulty with the awarded grade and your recommendation as to what mark you should have received. Please be sure to include your name and student number on your email.

The only valid excuse for missing the midterm is for medical reasons or death in the family. Any other reason (such as travel, etc...) will not be considered. In such circumstances, you can choose to either write a deferred midterm exam, or add the weight of the midterm to your final exam. The deferred midterm will be written on Monday February 20th at 8:30am.

Please do not contact the Teaching Assistant about grading issues.

### 3. Final Exam

The final examination will be held in the regular examination period. The duration of the exam will be 3 hours and will cover material from the whole course.

Both the midterm and final exams will test the technical and conceptual aspects of the course. The final exam will be comprehensive in nature and will cover the whole course.

#### Course Schedule:

WEEK	DATE	TOPIC (TEXTBOOK CHAPTER)	ASSIGNMENT DUE (11:59PM):
1	JAN 10	Introduction to Financial Statements (Ch 1) A Further Look at Financial Statements (Ch 2)	JAN 18
2	JAN 17	The Accounting Information System (Ch 3)	JAN 25
3	JAN 24	Accrual Accounting Concepts (Ch 4) APPENDIX D – DOUBLE ENTRY ACCOUNTING SYSTEM	FEB 1
4	JAN 31	Merchandising Operations and Multi-step Income Statement (Ch 6) REPORTING AND ANALYZING LONG-LIVED ASSETS (CH 8)	FEB 8
5	FEB 7	FRAUD, INTERNAL CONTROL AND CASH (CH 5)	
6	FEB 14	MIDTERM	
	FEB 21	READING WEEK	MARCH 8
7	FEB 28	BUDGETING AND CASH (CH 5)	MARCH 15
8	MARCH 7	Cost-Volume-Profit (Ch 13)	MARCH 22
9	MARCH 14	Relevant Costing (Ch 14)	MARCH 29
10	MARCH 21	ACTIVITY BASED COSTING (APPENDIX F)	APRIL 5
11	MARCH 28	Cost-Volume-Profit Analysis: Additional Issues (Appendix G)	NONE
12	APRIL 4	Pricing (Appendix H) Pricing	NONE
		<b>FINAL EXAM – SEE UNIVERSITY FINAL EXAM SCHEDULE</b>	

It is also recommended that you read the short answer questions at the beginning of the problems of each chapter.

## 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](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 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 <https://carleton.ca/its/get-started/new-students-2/>

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### **Covid-19 Information:**

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are a

number of actions you can take to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton's symptom reporting protocols.

Masks: Carleton has paused the COVID-19 Mask Policy, but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

Vaccines: Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in cuScreen as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the University's COVID-19 website and review the Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please contact [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca).