

UNIVERSITY OF ALBERTA SCHOOL OF BUSINESS
DEPARTMENT OF ACCOUNTING, OPERATIONS AND INFORMATION SYSTEMS
ACCOUNTING 300 - INTRODUCTION TO ACCOUNTING
SYLLABUS
WINTER 2017

Instructor:	Patricia (Trish) Stringer, MFin (Mgmt), CMA, CA	Office: BUS 1-27B
Class:	TR 9:30 am-10:50 am C E1 60	Email: stringer@ualberta.ca
Office Hours:	To be announced	

1. Course Description and Objectives

Accounting 300 is an introductory course in financial accounting intended for non-business students. In this class you will be introduced to the basic concepts of financial reporting and managerial accounting. We will spend time analyzing how accountants prepare financial reports and how to become a better user of the data. An understanding of accountancy is important because accounting is the language of business. As future stakeholders in the private and public sectors it is useful to speak, read and understand the language.

Specific skills developed in this course include the ability to:

- Read & understand financial statements.
- Use accounting data to gauge the performance of an organization.
- Understand how different accounting policies affect the financial statements.
- Contrast and compare an organization's net income and cash flows.
- Distinguish between financial and managerial accounting.
- Utilize basic concepts of cost accounting.
- Generate and implement annual budgets

2. Academic Integrity

Absolute and complete academic honesty is expected of you in this course. It is important for you as a student to behave in an ethical manner.

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the *Code of Student Behaviour* (online at <http://www.uofaweb.ualberta.ca/governance/StudentAppealsRegulations.cfm>) and avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence.

Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

3. Evaluation

Your grade in this course will be based on the marks you obtain on nine (9) online quizzes, one eighty (80) minute midterm exam, and a (2) two-hour comprehensive final exam. The marks will be weighted as follows to determine your percentage mark in the course:

Online Quizzes	20%
Midterm Exam	35%
Final Exam	45%
Total	100%

These grades represent the only marks available to students. No additional work or extra credit is available.

Letter grades will be assigned to the percentage marks in accordance with University Regulations [Section 23.4(4) of the University Calendar]. Allocation of grades will be similar to historical distributions.

Historically, in this course, percentage grades have been converted to letter grades as follows:

Percentage Grade	Letter Grade
95%+	A+
90%-94.99%	A
85%-89.99%	A-
80%-84.99%	B+
75%-79.99%	B
70%-74.99%	B-
65%-69.99%	C+
60%-64.99%	C
56%-59.99%	C-
53%-55.99%	D+
50%-52.99%	D
<50%	F

At the end of the term, after reviewing the distribution of weighted scores, I will review these cut offs. There may be a reduction to one or more cut-off scores but they will not be increased.

3.1 Online Quizzes

Nine (9) online quizzes will be administered in this course via Ulearn. The marks for your best eight (8) of these online quizzes will count toward your final mark in the course. Please see the tentative class schedule (last page of syllabus) and Ulearn for due dates. More information will be posted in the online quiz section on Ulearn. Online quizzes are available online on Ulearn until **9:30 am** on the Tuesday it is due.

Online quizzes are to be completed **individually**, without the assistance of another individual. This means that at **any** time before you submit your quiz you are to be working on it by yourself and not talk, email or communicate with anyone else. The quiz should not be discussed with anyone until after the deadline has passed.

You are welcome to use any materials from the course to assist you in completing the quiz. For each quiz, you will have one attempt and **45 minutes maximum**. The quiz should automatically

submit at the 45 minute deadline, but you are welcome to submit earlier. Quizzes need to be completed by 9:30 am on Tuesday morning.

Each quiz may cover material from the previous lecture(s), textbook readings, and chapter recommended questions assigned. There will be no opportunity to make up an quiz.

3.2 Optional Assignment

An optional assignment will be offered in the course. This assignment can replace up to 2 online quizzes or 5% of your total grade. Information on the optional assignment will be posted on Ulearn.

3.3 Examinations

All examinations in this course will be closed book. You will have eighty (80) minutes to write the midterm examination and two (2) hours to write the final exam. The final exam will be comprehensive.

- **Midterm Exam–Tuesday, March 7th, 2017 at 5:15 pm.**
- **Final Exam –Monday, April 24th, 2017 at 9:00 am**

Please note that the midterm exam will not be held in class-time; rather from 5:15-6:35 p.m. A student who has an unavoidable commitment that conflicts with a midterm exam should advise me of the conflict, in writing (email is fine), as soon as possible, or a minimum of at least two weeks prior to the midterm exam date.

Section 23.5.1 of the Calendar provides the University Regulations for the conduct of exams. At an exam, students must be able to present their student ID cards or other acceptable photo identification. Cell phones, iPods, and other electronic devices must be turned off and put away prior to the exam.

You are only permitted to use a non-programmable calculator in the exams. As noted in Section 23.5.1(2) “Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.”

The midterm examination will be returned in class and you will be allowed to keep it. The final examination will not be returned.

3.4 Remarking Policy for Online Quizzes and the Midterm

After marked Online Quizzes and midterm exam papers have been returned, the answer key will be posted on Ulearn. Students should review the marking carefully and bring to my attention any questions about their marks as soon as possible. No remarking requests will be accepted more than one week after the results have been made available.

All appeals must be in writing and the original copy (unless available on-line) must be attached. Exams submitted for appeal may be subject to an entire review. This may result in your grade being lower.

3.5 Absence from Term Work or Term Examinations

Occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating illness, severe domestic affliction, or religious convictions.

Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.

3.5.1. Absence from Midterm examination

If you are absent from the midterm exam for a legitimate reason, please email me **within two (2) days** (or as soon as possible). If the midterm is missed for an acceptable reason, a **deferred midterm** will be arranged for you. The tentative date for the deferred midterm, if necessary, is Friday, March 10th at 10:00 am.

3.5.2. Absence from Final examination

Section 23.3(2) and 23.5.6 (1) of the Calendar provides the University Regulations regarding procedures in the case of a missed final examination. If a deferred final exam is required for this course, it will tentatively be held on Friday, May 5th, 2017 at 10:00 am.

3.6 Final Exam Viewing and Reappraisals

If you wish to view your final exam, a time will be set (an announcement will be posted on Ulearn) after final grade distributions have been made. Please note that **no** answer key will be provided. This is not a time to ask questions about how a question should have been answered but to review for any addition errors and any marking issues.

Once final grades have been assigned, I will not change the course grade except in the case of a recording or calculation error.

For information regarding applying for a reappraisal of your final exam please see Section 23.5.4 (2) of the Calendar.

4. **Course Materials and Activities**

4.1 Textbook

Customized textbook: *Financial and Managerial Accounting*, Kimmel & Weygandt with WileyPlus ISBN 978-1-11919-087-5

This textbook is made up from specific chapters of the following 2 textbooks:

Financial Accounting: Tools for Business Decision-Making, Sixth Canadian Edition by Paul D. Kimmel, Jerry J. Weygandt, Donald E. Kieso, Barbara Trenholm and Wayne Irvine
Copyright © 2014,

Managerial Accounting: Tools for Business Decision-Making, Third Canadian Edition by Jerry J. Weygandt, Paul D. Kimmel, Donald E. Kieso, and Ibrahim M. Aly Copyright © 2012

This text is available in e-book (on-line) version. The textbook is also on reserve in the Winspear Library.

4.2 Calculator

You are only permitted to use a non-programmable calculator in the exams. Please ensure you have a non-programmable calculator that you are comfortable with (note: there is only a requirement for basic calculations – adding, subtracting, multiplication & division).

4.3 Ulearn

You will be able to obtain lecture notes and related materials from Ulearn at <https://ulearn.ualberta.ca/>

Ulearn also provides a web forum (Discussion Board) for posting questions. Please post any questions in the Discussion Board instead of emailing me (so other students can also benefit from your question and the applicable answer). Discussion points can be posted as anonymous.

Other than information provided in-class, Ulearn will be where announcements and other information regarding the course will be made. Please plan to check this site regularly and/or make sure your settings in Ulearn will send you emails when there are updates.

4.4 In-class Activities

Our classes will be a combination of lecture and discussion of problems. Most of the concepts and techniques taught in this course are best illustrated and learned through problem solving, therefore, we will analyze many problems in class.

4.5 Out-of-class Activities

Following the lectures on a particular topic, you should review/read applicable sections of the textbook and work on the recommended questions from the textbook. The recommended questions for each chapter are identified in the attached tentative class schedule. You can check your answers against the solutions posted on Ulearn.

4.6 Class attendance

Presence at lectures, participation in classroom discussions, and the completion of recommended questions are important components of this course. Students will serve their interests best by regular attendance in class. Those who choose not to attend must assume whatever risks are involved.

Students are responsible for all information provided in class (e.g., announcements, lectures etc.). If you are absent from a class, it is your responsibility to arrange for someone else in the class to provide you with the information you may have missed.

5. **Other**

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the instructor.

Policy about course outlines can be found in Section 23.4(2) of the University Calendar.

ACCTG 300 TENTATIVE CLASS SCHEDULE

Cl#	Dates	Quiz	Topics	Readings	Recommended Questions
1	T Jan 10		Introduction to the course		
2	R Jan 12		The Purpose and Use of Financial Statements	Chapter 1	P1-1A, P1-2A, P1-4A, P1-5A, P1-7A, P1-9A
3	T Jan 17		A Further Look at Financial Statements	Chapter 2	BE2-9, E2-9, P2-1A, P2-2A, P2-3A, P2-4A
4	R Jan 19		The Accounting Information System	Chapter 3	P3-3A, P3-4A, P3-5A, P3-8A, P3-9A
5	T Jan 24	Q#1			
6	R Jan 26		Accrual Accounting Concepts - Intro	Chapter 4	E4-1, P4-2A(a)
7	T Jan 31	Q#2	Reporting and Analyzing Inventory	Chapter 6	P6-1A, P6-3A, P6-4A, P6-9A, P6-10A, P6-13A, P6-15A
8	R Feb 2				
9	T Feb 7	Q#3	Internal Control and Cash	Chapter 7	P7-5A, P7-6A, P7-7A, P7-8A
10	R Feb 9		Reporting and Analyzing Receivables	Chapter 8	P8-2A, P8-3A, P8-5A, P8-6A, P8-7A
11	T Feb 14	Q#4	Reporting and Analyzing Liabilities	Chapter 10	BE10-5, BE10-7, E10-12, P10-1A, P10-3A, P10-4A, P10-6A
12	R Feb 16				
Feb 20-24		No Classes – Reading Week			
13	T Feb 28	Q#5	Reporting and Analyzing Long-Lived Assets	Chapter 9	P9-2A, P9-3A, P9-4A, P9-7A, P9-8A, P9-10A
14	R Mar 2				
T Mar 7		Midterm exam			
15	R Mar 9		Reporting and Analyzing Shareholders' Equity	Chapter 11	P11-2A, P11-4A(a-d), P11-5A, P11-7A
16	T Mar 14		Accrual Accounting Concepts – Continued	Chapter 4	P4-2A, P4-3A, P4-8A, P4-9A
17	R Mar 16				
18	T Mar 21	Q#6	Ratios and Ratio Analysis	Various	P2-5A, P6-11A, P8-10A, P9-12A, P10-8A, P11-10A, P13-10A
19	R Mar 23		Statement of Cash Flows**	Chapter 13	P13-1A, P13-2A(a), P13-4A, P13-7A
20	T Mar 28	Q#7	Managerial Cost Concepts and Cost Behaviour	MA-Ch 2	P2-40A, P2-42A, P2-45A, P2-46A, P2-48A
21	R Mar 30		Decision Making: Cost-Volume-Profit	MA-Ch 6	P6-39A, P6-40A, P6-41A, P6-43A, P6-48A, P6-49A
22	T Apr 4	Q#8			
23	R Apr 6		Budgetary Planning	MA-Ch 10	P10-34A, P10-36A, P10-38A, P10-40A, P10-44A
24	T Apr 11	Q#9			
M Apr 24		Final exam date– 9:00 am			

** for Chapter 13 we will only be using the indirect method.