

UNIVERSITY OF ALBERTA SCHOOL OF BUSINESS
DEPARTMENT OF ACCOUNTING, OPERATIONS AND INFORMATION SYSTEMS
ACCOUNTING 311 - INTRODUCTION TO ACCOUNTING
SYLLABUS
WINTER 2017

Instructor:	Patricia (Trish) Stringer, MFin (Mgmt), CMA, CA	Office: BUS 1-27B
Class:	TR 11:00 am-12:20 pm Bus 2-5	Email: stringer@ualberta.ca
Seminar:	T 3:30 pm – 4:50 pm Bus 1-5	
Office Hours:	To be announced	

1. Course Description and Objectives

Accounting 311 is an introductory course in financial accounting. Accounting is commonly called the language of business. Specifically, financial accounting emphasizes accounting and reporting for users external to a business (shareholders, creditors, tax authorities, regulators, etc.). Such reporting uses a fairly standard set of "financial statements," so the course focuses on providing students with a basic understanding of the use, preparation, and interpretation of financial statements.

Specific skills developed in this course include the ability to:

- Understand the elements in financial statements, what information is provided by each statement, and how that information may be used to evaluate a business
- Perform and understand the steps in the accounting cycle,
- Understand and be able to apply various calculations associated with measuring a variety of elements in the statements, and
- Analyze financial information and understand how decisions impact on financial reports and the information conveyed.

This course incorporates the Learning Goals of the BCom Program, in particular: Critical Thinking, Ethical Awareness and Quantitative Skills.

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. Ignorance is not a defense.

3. Evaluation

Your grade in this course will be based on the marks you obtain on five (5) online quizzes, two (2) seventy-five (75) minute midterm exams, 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	10%
Midterm I	25%
Midterm II	25%
Final Exam	40%
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

Six (6) online quizzes will be administered in this course via Ulearn. The marks for your best five (5) 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 **11:00 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 quizzes 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 11:00 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 a quiz.

3.2 Examinations

All examinations in this course will be closed book. You will have seventy-five (75) minutes to write the midterm examinations and two (2) hours to write the final exam. The final exam will be comprehensive.

- **Midterm Exam I –Thursday, February 9th, 2017.**
- **Midterm Exam II –Thursday, March 23rd, 2017.**
- **Final Exam –Wednesday, April 19th, 2017 at 9:00 am (location TBD)**

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.

3.3 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.

3.4 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.

3.4.1. 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 (usually within one week of the original midterm date.)

3.4.2. 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.

3.5 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 Required Textbook

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,

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. You do not need to bring your textbook to the lectures, but please bring the relevant notes.

4.5 Seminar Activities

Seminars may cover material that we do not cover in the lectures. Seminar materials will include more complex examples than those covered in lecture that should help you understand the lecture material more fully. Seminar problems will also be more integrative, bringing various topics together into one larger problem.

It is important that you prepare adequately for the seminars by reading the material ahead of time and thinking about the major issues. You are encouraged to actively participate in the seminars as the material is designed more for discussion than “lecture” type learning.

4.6 Out-of-class Activities

Following the lectures or seminar 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.

4.7 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 (including picture taking of slides and materials) 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 311 TENTATIVE CLASS SCHEDULE

Class#	Dates	Seminar	Quiz	Topics	Readings	Recommended Questions
1	T Jan 10			Introduction to the course		
2	R Jan 12			Financial Statements	Chapter 1	P1-1A, P1-2A, P1-4A, P1-5A, P1-7A, P1-9A
3	T Jan 17	#1			Chapter 2	BE2-9, E2-9, P2-1A, P2-2A, P2-3A, P2-4A, P2-5A
4	R Jan 19			The Accounting Information System	Chapter 3	P3-3A, P3-4A, P3-5A, P3-8A, P3-9A
5	T Jan 24	#2	Q#1			
6	R Jan 26			Accrual Accounting Concepts - Intro	Chapter 4	E4-1, P4-2A(a)
7	T Jan 31	#3	Q#2	Merchandising Operations	Chapter 5	P5-3A, P5-5A, P5-7A, P5-9A, P5-10A
8	R Feb 2			Inventory	Chapter 6	P6-1A, P6-3A, P6-4A, P6-9A, P6-10A, P6-11A, P6-13A, P6-15A
9	T Feb 7	#4				
	R Feb 9			Midterm exam I		
10	T Feb 14	#5		Internal Control and Cash	Chapter 7	P7-2A, P7-4A, P7-5A, P7-6A, P7-7A, P7-8A
11	R Feb 16					
	Feb 20-24			No Classes – Reading Week		
12	T Feb 28	#6	Q#3	Receivables	Chapter 8	P8-2A, P8-3A, P8-5A, P8-6A, P8-7A, P8-10A
13	R Mar 2			Liabilities	Chapter 10	BE10-5, BE10-7, E10-12, P10-1A, P10-3A, P10-4A, P10-6A, P10-8A
14	T Mar 7	#7	Q#4			
15	R Mar 9			Long-Lived Assets	Chapter 9	P9-2A, P9-3A, P9-4A, P9-7A, P9-8A, P9-10A, P9-12A
16	T Mar 14	#8	Q#5			
17	R Mar 16			Shareholders' Equity	Chapter 11	P11-2A, P11-4A(a-d), P11-5A, P11-7A, P11-10A
18	T Mar 21	#9				
	R Mar 23			Midterm exam II		
19	T Mar 28	#10		Accrual Accounting Continued	Chapter 4	P4-2A, P4-3A, P4-8A, P4-9A
20	R Mar 30			Investments	Chapter 12	P12-2A, P12-6A (ignore part f), P12-9A, P12-10A
21	T Apr 4	#11	Q#6	Statement of Cash Flows**	Chapter 13	P13-1A, P13-2A(a), P13-4A, P13-7A, P13-10A
22	R Apr 6					
23	T Apr 11			Financial Statement Analysis	Chapter 14	P14-5A, P14-8A, P14-9A
	W Apr 19			Final exam date– 9:00 am		

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