

UNIVERSITY OF ALBERTA SCHOOL OF BUSINESS  
DEPARTMENT OF ACCOUNTING AND BUSINESS ANALYTICS  
**ACCOUNTING 311 - INTRODUCTION TO ACCOUNTING**  
**SYLLABUS**  
WINTER 2021

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Instructor:	Patricia (Trish) Stringer, MFin, CPA, CMA, CA	Office: BUS 1-27D
Section B1:	TR 11:00 am – 12:20 pm; Location: remote	Email: <a href="mailto:stringer@ualberta.ca">stringer@ualberta.ca</a>
Office Hours:	By appointment	

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## 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. Course Format

This course is being offered as an online course. Classes will be held live online via Zoom (or another online forum) on Tuesdays and Thursdays, from 11:00 am to 12:20 pm (unless there is a quiz). See eClass for the link to each class. The classes will be recorded.

## 3. Course Materials and Activities

### 3.1 Required Textbook

*Financial Accounting: Tools for Business Decision-Making, Seventh Canadian Edition* by Paul D. Kimmel, Jerry J. Weygandt, Donald E. Kieso, Barbara Trenholm Wayne Irvine, and Christopher D. Burnley. Copyright © 2017.

This text is available in softcover or in e-book (on-line) version. If you purchase the on-line version you also have the option to purchase a downloadable etext.

### 3.2 Calculator

You will need a calculator in the quizzes and exam. Please ensure you have a calculator that you are comfortable with (note: there is only a requirement for basic calculations – addition, subtraction, multiplication & division).

### 3.3 Computer and accessories

You will need to have access to a computer with internet access and a camera so you can view and listen to the class lectures. It would also be useful to have a microphone to be able to ask questions instead of typing questions in office hours and/or seminars.

Assignments, quizzes, and the final exam may require you to scan or take a picture of your response(s) and upload to crowdmark. It would be useful to have a printer available, although not required.

### 3.4 eClass

You will be able to obtain lecture notes and related materials from eClass. eClass 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, eClass 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 eClass will send you emails when there are updates.

### 3.5 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.

There will also be additional solved problems (recorded solutions) available in eClass that will supplement the in class learning.

### 3.6 Seminar Activities

Seminars will be offered on Tuesdays. Links to the seminar materials and seminar classes will be located in eClass. 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.

### 3.7 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 eClass.

### 3.8 Class attendance

Presence at live lectures (or watching recorded lectures), participation in seminar discussions, and the completion of recommended questions are important components of this course. Students will serve their interests best by regular class attendance or viewing. 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.

#### 4. Evaluation

Your grade in this course will be based on the marks you obtain on ten (10) assignments, four (4) quizzes, and a two (2) hour comprehensive final exam. The marks will be weighted as follows to determine your percentage mark in the course:

Assignments	5%
Quizzes	50%
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.

##### 4.1 Assignments

There will be twelve (12) assignments administered in this course. The marks for your best ten (10) of these assignments will count toward your final mark in the course. There will be no opportunity to make up an assignment.

These assignments are due on Monday by 10:00 am, although you are welcome to submit the assignment earlier. These assignments will give you the opportunity to apply knowledge from recommended questions, materials from class and materials from seminars.

The weekly assignments will be available on eClass and will be submitted in Crowdmark. The first assignment will be due on Monday, January 18<sup>th</sup> by 10:00 am, although you are welcome to submit the assignment earlier.

For the weekly assignments, students may work together in groups of up to three (3). Students are expected to form groups on their own. If you work in a group you are expected to submit as a group in Crowdmark.

##### 4.2 Quizzes

Five (5) scheduled quizzes will be administered in this course. The marks for your best four (4) of these quizzes will count toward your final mark in the course.

These quizzes will be held during your regular classtime (11:10 am – 12:00 pm). You will need to be present in the zoom class for the quizzes. Please be in the zoom, with your camera on, at 11:00 am in order to begin the quiz promptly at 11:10am. SEM or another monitoring method may also be used as part of the quizzes.

The quizzes will be online in eClass. You will also have the ability to upload your backup calculation information into Crowdmark.

Quizzes may include multiple choice, true/false, short problem and short answer questions. You will have **50 minutes** to complete each quiz. There will be no class on the day of the quizzes (although there will be seminar).

The quizzes are scheduled for:

- Quiz #1 – Tuesday – February 2<sup>nd</sup>
- Quiz #2 – Tuesday – February 23<sup>rd</sup>
- Quiz #3 – Tuesday – March 9<sup>th</sup>
- Quiz #4 – Tuesday – March 23<sup>rd</sup>
- Quiz #5 – Tuesday – April 6<sup>th</sup>

**Quizzes will be closed book and are to be completed individually, without the assistance of another person or persons.**

Each quiz will cover material from the current or previous lecture(s), seminars, and chapter recommended questions assigned. There will be no opportunity to make up a quiz.

#### 4.3 Final Examination

The final exam will be held at the date and time schedule by the Registrar's Office. The final exam will be comprehensive. The final exam **will be closed book and is to be completed individually**, without the assistance of another person or persons. The final exam format and submission requirements will be similar to the quizzes. The final exam will cover material from the entire course including: lecture(s), seminars, textbook and chapter recommended questions assigned.

You will have two (2) hours to write the final exam. The final exam will be held on Tuesday, April 26<sup>th</sup> starting at 2:00 pm.

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.

#### 4.4 Remarking Policy for Assignments, Quizzes and the Final Exam

After marked assignments, quizzes and the final exam have been returned, the answer key will be posted on eClass. 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 (email is fine). Exams submitted for appeal may be subject to an entire review. This may result in your grade being lower.

#### 4.5 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.

#### 4.5.1. Absence from an Assignment or Quiz

There will be no opportunity to make up an assignment or quiz. There are twelve (12) assignments but only ten (10) count, so if you miss an assignment that will be one of the ones that won't count. There are five (5) quizzes but only four (4) count, so if you miss a quiz that will be the one that won't count.

#### 4.5.2. 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 7<sup>th</sup>, 2021 at 9:00 am.

### 5. 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.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>) 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.

### 6. Other

Audio or video recording (including picture taking) 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**

#	Dates	Topics	Readings	Recommended Questions
1	T Jan 12	Introduction to the course		
2	R Jan 14	The Purpose and Use of Financial Stmts	Chapter 1	P1-1A, P1-2A, P1-4A, P1-5A, P1-7A, P1-9A
A1	M Jan 18	Assignment#1 due by 10:00 am		
3	T Jan 19	A Further look at Financial Statements	Chapter 2 (pg 54-72)	P2-1A, P2-2A, P2-3A, P2-4A, P2-5A
S1	T Jan 19	Seminar #1		
4	R Jan 21	The Accounting Information System	Chapter 3	P3-4A, P3-5A, P3-6A, P3-9A, P3-10A, P3-11A
A2	M Jan 25	Assignment#2 due by 10:00 am		
5	T Jan 26	Accrual Accounting Concepts – Intro Conceptual Framework	Chapter 4 Chapter 2	E4-1, P4-1A(a), BE2-9, E2-9
S2	T Jan 26	Seminar #2		
6	R Jan 28	The Acctg system, cont'd	Chs 1 - 4	
A3	M Feb 1	Assignment#3 due by 10:00 am		
	T Feb 2	Quiz #1		
S3	T Feb 2	Seminar #3		
7	R Feb 4	Merchandising Operations	Chapter 5	P5-2A, P5-3A, P5-5A, P5-9A, P5-10A, P5-11A, P5-12A, P5-15A
A4	M Feb 8	Assignment#4 due by 10:00 am		
8	T Feb 9	Inventory	Chapter 6	P6-1A, P6-4A, P6-5A, P6-9A, P6-10A, P6-11A, P6-13A, P6-15A
S4	T Feb 9	Seminar #4		
9	R Feb 11	Merch and Inv, cont'd	Chs 5 & 6	
	Feb 15-20	No Classes –Reading Week		
A5	M Feb 22	Assignment#5 due by 10:00 am		
	T Feb 23	Quiz #2		
S5	T Feb 23	Seminar #5		
10	R Feb 25	Internal Control and Cash	Chapter 7	P7-2A, P7-4A, P7-5A, P7-7A, P7-8A, P7-9A
A6	M Mar 1	Assignment#6 due by 10:00 am		
11	T Mar 2	Receivables	Chapter 8	P8-2A, P8-3A, P8-5A, P8-6A, P8-7A, P8-10A
S6	T Mar 2	Seminar #6		
12	R Mar 4	Receivables, cont'd	Ch 8	
A7	M Mar 8	Assignment#7 due by 10:00 am		
	T Mar 9	Quiz #3		

#	Dates	Topics	Readings	Recommended Questions
<b>S7</b>	<b>T Mar 9</b>	<b>Seminar #7</b>		
13	R Mar 11	Liabilities	Chapter 10	BE10-5, BE10-7, E10-2, E10-12, P10-1A, P10-2A, P10-3A, P10-4A, P10-6A, P10-8A, P10-9A, P10-10A (ignore (f))
A8	M Mar 15	Assignment#8 due by 10:00 am		
14	T Mar 16	Liabilities, continued	Ch 10	
<b>S8</b>	<b>T Mar 16</b>	<b>Seminar #8</b>		
15	R Mar 18	Long-Lived Assets	Chapter 9	P9-2A, P9-3A, P9-4A, P9-7A, P9-8A, P9-10A, P9-12A
A9	M Mar 22	Assignment#9 due by 10:00 am		
	<b>T Mar 23</b>	<b>Quiz #4</b>		
<b>S9</b>	<b>T Mar 23</b>	<b>Seminar #9</b>		
16	R Mar 25	Shareholders' Equity	Chapter 11	P11-2A, P11-3A, P11-4A(a-d), P11-5A, P11-7A, P11-10A
A10	M Mar 29	Assignment#10 due by 10:00 am		
17	T Mar 30	Investments	Chapter 12	P12-2A, P12-6A (ignore part f), P12-10A, P12-11A
<b>S10</b>	<b>T Mar 30</b>	<b>Seminar #10</b>		
18	R April 1	Investments, cont'd	Ch 12	
A11	M April 5	Assignment#11 due by 10:00 am		
	<b>T April 6</b>	<b>Quiz #5</b>		
<b>S11</b>	<b>T April 6</b>	<b>Seminar #11</b>		
19	R April 8	Statement of Cash Flows <sup>1</sup>	Chapter 13	P13-1A, P13-2A(a.1), P13-3A, P13-5A, P13-9A
A12	M April 12	Assignment#12 due by 10:00 am		
20	T April 13	Accrual Accounting, continued Financial Statement Analysis revisited	Chapter 4 Chapter 14	P4-1A, P4-2A, P4-9A, P5-7A BE14-15, E14-16, P14-5A, P14-8A, P14-9A
<b>S12</b>	<b>T April 13</b>	<b>Seminar #12</b>		
21	R April 15	Class cancelled		
	<b>R April 26</b>	<b>Final exam date– 2:00 pm</b>		

<sup>1</sup> For Chapter 13 we will only be using the indirect method  
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