BUS 285 – 009 – COURSE OUTLINE – FALL 2019

Instructor: David Roszell, BSc, FCPA, FCMA
Office: ED 524.5
Times/Dates: Thursdays – 6:30 to 9:15 p.m. ED 388
E-mail: Through UR Courses email preferred
Office Hours: Tuesdays & Thursdays – 5:15 to 6:45 p.m. or by appointment

COURSE OVERVIEW AND OBJECTIVES

BUS 285 Introduction to Financial Accounting introduces students to financial accounting with a focus on Accounting Standards for Private Enterprises (ASPE). Students will develop an understanding of the objective of financial reporting, Accounting Standards for Private Enterprises (ASPE), accounting cycle and preparation of financial statements. Students will also be introduced to financial statement analysis.

BEING SUCCESSFUL IN THIS COURSE

Your goal is more than passing this class; your goal must be to do well. This class is a foundation to all business students whether or not you intend to pursue the accounting major.

RESOURCES

Textbook

Supplemental Resources
The CPA Canada Handbook is accessible in electronic format through the University of Regina Library website. Students will also find additional resources related to the topics covered in the course on the website of the CPA Canada (http://cpacanada.ca/).

UR Courses
UR Courses will be used to post PowerPoint slides, additional reading materials, study problems, etc. It will not be used to post solutions to problems discussed in class.

Calculators
Calculators that have alphabetic programmable or communication capabilities will not be allowed during the Term and Comprehensive Final Examinations. Students are encouraged to purchase a basic four function (addition, subtraction, multiplication and division) calculator. Students who have plans to pursue accounting and complete the Chartered Professional Accountant program may want to purchase the Texas Instruments BAII Plus financial calculator recommended for that program.

SPECIAL NEEDS

If a special accommodation is needed due to a disability, you should contact the Centre for Student Accessibility at 585-4631 (Room 251, Riddell Centre) or via e-mail: accessibility@uregina.ca.

HARASSMENT POLICY

The University of Regina promotes an environment that is free of all forms of harassment and discrimination. The University will neither tolerate nor condone any inappropriate or irresponsible conduct (and behavior) that creates an intimidating, hostile or offensive environment for work or study through the harassment of an individual or group on the basis of: (1) race and all race-related grounds such as ancestry, place of origin, colour, ethnic origin, citizenship or creed or (2) sex, gender or sexual orientation. Please refer to the University’s General Calendar for more information.

ACADEMIC MISCONDUCT AND PLAGIARISM

While you are encouraged to interact with, and learn from, other students in this class, you are required to do your own work. Plagiarism is a serious issue. Students plagiarizing others’ work will face misconduct penalties. Please avoid action that constitute academic misconduct – this could including talking during exams, signing other students in for attendance purposes, etc. Be sure you understand Section 5.13 Student Behaviour, contained in the 2018/19 Academic Calendar, or ask your instructor in advance if you have questions about plagiarism or other forms of misconduct.

EXPECTATIONS OF STUDENTS

Students are expected to conduct themselves with professionalism at all times. In addition to abiding by the regulations of the University of Regina, the following are the expectations of students:

- Please be advised that class and lab attendance is essential to the successful completion of BUS 285 and regular and punctual attendance is expected of all students enrolled in the course. Similar to a business meeting or presentation, it is unprofessional to arrive late or leave early. (See Attendance note below)
- Please ensure that you are prepared to actively participate in class and the lab by reading the assigned materials and/or completing assigned questions in advance.
- Please bring your textbook and calculator to every class and lab.
- Should you choose to bring a laptop to class and the lab, it is to be used for relevant purposes only such as taking notes and accessing the online textbook or CPA Canada Handbook. Students who use laptops for other purposes including, but not
limited to using social media technologies will be advised that they cannot be brought to class and the lab.

- Please turn off all smart phones, etc. upon entering the classroom and lab and do not place them on the desks. It is not professional to make or accept phone calls or use these devices for social media or other purposes during class and the lab.
- Please refrain from talking unless it is to make a direct contribution to class and the lab. Side conversations are disruptive and will not be permitted.
- Please be reminded that email communications to the instructor must be professional. You should avoid the use of slang, texting short forms and inappropriate language. Also, allow a minimum of 24 hours for us to respond to email messages. Emails are best sent through UR Courses so they are not missed but you may send them directly to david.roszell@uregina.ca rather than through UR Courses.

Attendance
Regular and punctual attendance at class provides a foundation for academic success and is expected of all students. There will be sign-in sheets. When the persistent lateness or absence of a student jeopardizes the learning or evaluation of the work of other students in the course, the student may be subject to penalty, including being dropped from the course or being barred from writing the final examination. Because we only have one class per week you miss a lot if you are absent. For more information on this matter, please consult the University of Regina Undergraduate Calendar.

GRADING

Assignments 8%
Lab 10%
Term Examinations (20% & 22% each) 42%
Comprehensive Final Examination 40%

Assignments
There will be four assignments to be completed throughout the course. These are designed to give students additional practice in areas that usually cause difficulty on exams. They will be due at 11:55 pm Wednesdays so that they can be discussed in class.

Assignments will be graded as follows:

Reasonable attempt with 80% to 100% accuracy/completion 2
Reasonable attempt with 60% to 79% accuracy/completion 1
No attempt or attempt with 0% to 59% accuracy/completion 0

Lab
The lab is an integral part of the course and students are required to attend. The lab associated with this section is Fridays 1:00 pm to 2:15 pm in ED193.

Labs start Friday September 13. There will be no lab November 8.
In the first lab, students will be introduced to a small business. During subsequent labs, students will be given the opportunity to practise the concepts discussed in class by recording transactions and completing other tasks for the small business. Students will be required to submit their work no later than the end of each lab period. Late lab assignments will not be accepted.

Lab assignments will be graded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good</td>
<td>2</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>Late/Unsatisfactory</td>
<td>0</td>
</tr>
</tbody>
</table>

An unsatisfactory grade will given to a lab assignment for which the student does not make a reasonable attempt to complete each part of each of the assigned questions.

Please note that the lowest grade earned on the lab assignments will not be included in the calculation of the Lab portion of the final grade in BUS 285 and missing three or more labs will result in an automatic grade of zero for all labs.

Notes
To pass the course you must have a weighted average pass mark on all three exams.

The relative weightings of the Assignments, Lab and Term and Comprehensive Final Examinations outlined above will not be adjusted.

Students who are unable to attend a Term Examination must advise the instructor as soon as possible, preferably in advance, and provide documentation regarding the reason for the absence (doctor’s note, etc.). Generally, students will not be given an opportunity to make up the Term Examination. Instead, the marks assigned to the Term Examination will be added to the Comprehensive Final Examination. Please note that this policy applies only to unanticipated and uncontrollable situations and not vacations, etc. Students who miss a Term Examination for other reasons will receive a grade of zero.

If a student is unable to attend the Comprehensive Final Examination, he or she may be eligible for a Deferred Final Examination. The instructor is not permitted to grant Deferred Final Examinations. Rather, the University of Regina’s policies related to Deferred Final Examinations must be followed.
 Feeling Stressed? Always worried?  

Some stress is normal when you’re going to university but 1 in 5 students will suffer from enough distress that they would benefit from counselling.

What can I do?

The U of R offers several counselling services free of charge for students at the U of R. These sessions are confidential and easy to access for students – simply go to the second floor of Riddell, Room 281 to make an appointment.

When should you go?

Knowing when to schedule an appointment can be tough. Some common issues you might need help with include test anxiety, if you’ve experienced a trauma like losing a family member or a close friend, or if you’ve recently ended a relationship.

If the feelings you’re experiencing are more intense and severe counselling services can also provide urgent service within 3 days and referrals as needed.

What options are available for me?

Personal Counselling – This is a great option if you’d like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. Up to 6 sessions are free per semester. Try it – talking about your problems can be more helpful than you might think!

Group Counselling – Simply put, you’re not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counselling opportunities that can help teach many skills for managing your mental health, including: Meditation and relaxation, Healthy relationships, Stress Management and Self-Care.

But I can’t afford counselling...

Seeking counselling doesn’t have to be cost prohibitive. Many students can benefit from the 5 free sessions offered by the University as a benefit of being a student.

If you need more sessions make sure you contact URSU and visit www.iHaveAPlan.ca. Many expenses that are related to mental health, including going to a psychologist, are partially covered by your Student Health and Dental Plan!

What else can I do?

Self-care - taking better care of yourself, can help you out. Eating better, working out, smoking and drinking less and balancing school with fun can all help with mental health!

Have a problem but don’t know how to fix it?

URSU’s Student Advocate can help you free of charge!

• Academic Appeals
• Disciplinary Appeals
• Student Loan Appeals
• E-mail advocate@ursu.ca to schedule an appointment today!

• Emergency Bursaries
• Notary Public
• Rentalman Appeals
Tentative Class Schedule:

September 5, 2019 – The Purpose and Use of Financial Statements (Chapters 1 & 2)

September 12, 2019 – The Accounting Information System (Chapter 3)
   We will do an introduction to WileyPLUS/ORION this week as well

September 19, 2019 – Accrual Accounting Concepts (Chapter 4)

September 26, 2019 – Merchandising Operations (Chapter 5)
   This includes Appendix 5A – Periodic Inventory
   Exam Review as required

October 3, 2019 – Midterm Exam 1 (Chapters 1 to 4)
   Intro to Reporting & Analyzing Inventory (Chapter 6)

October 10, 2019 - Intro to Reporting & Analyzing Inventory (Chapter 6 continued)

October 17, 2019 – Reporting and Analyzing Receivables (Chapter 8)

October 24, 2019 – Reporting and Analyzing Long-Lived Assets (Chapter 9)
   Exam Review as required

October 31, 2019 – Statement of Cash Flows (Chapter 13)
   (excluding section 1: Indirect Method pages 671 to 678)

November 14, 2019 – Midterm Exam 2 (Chapters 5 to 8)
   Intro to Reporting & Analyzing Liabilities (Chapter 10)

November 21, 2019 – Reporting & Analyzing Liabilities (Chapter 10 continued)
   Reporting & Analyzing Shareholder’s Equity (Chapter 11)

November 28, 2019 – Internal Controls & Cash (Chapter 7)

December 5, 2019 – Comprehensive review for final as required

December 13, 2019 - Final Exam 9:00 am to Noon (place to be determined)