

## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Fall 2024

#### BA1110 (B2): Introduction to Accounting – 3 (3-0-1) UT 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

<b>INSTRUCTOR:</b>	Mandy Pollock	<b>PHONE:</b>	780-539-2815
<b>OFFICE:</b>	C406	<b>E-MAIL:</b>	<a href="mailto:APollock@nwpolytech.ca">APollock@nwpolytech.ca</a>
<b>OFFICE HOURS:</b>	Mondays & Thursdays 9:00am – 10:30am, or by appointment		

#### CALENDAR DESCRIPTION:

This course provides an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

#### PREREQUISITE(S):

Math 20-1 or Math 20-2 with 60% or Math 30-1 or Math 30-2 with 50%.

#### REQUIRED TEXT/RESOURCE MATERIALS:

1. **Textbook:** Larson, K. Dieckmann, H., Harris. J.; **Fundamental Accounting Principles**, Volume 1, Seventeenth Canadian Edition, McGraw-Hill, 2022. ISBN10: 1-26-088132-6 | ISBN13: 978-1-26-088132-5. This ISBN includes the *Connect* online learning system. The Connect online learning system is a requirement for this course. The text will be used extensively in each class for this course.

2. **Calculator:** Students will require a financial calculator. Students may use only approved calculators for examinations. Cell phones and programmable calculators may not be used in testing or examinations. Approved financial calculator include:
  - Texas Instruments (BA II Plus),
  - Hewlett-Packard (HP-10B II), or
  - Sharp (EL-738) (used in BA1050)
  
3. **Device Requirements:** For device software and network requirements, please see NWP's minimum device requirements at [doc.php \(nwpolytech.ca\)](http://doc.php(nwpolytech.ca)).

## DELIVERY MODE(S):

On-campus (face-to-face) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

## LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

- Describe the various forms of business organizations.
- Identify and apply basic generally accepted accounting principles.
- Analyze transactions, journalize and post entries to a ledger.
- Prepare and explain the use of a trial balance.
- Prepare adjusting entries for prepaid expenses, depreciation, unearned revenues, accrued expenses, and accrued revenues.
- Describe and prepare a worksheet and explain its usefulness.
- Prepare financial statements from an adjusted trial balance.
- Prepare and post-closing entries and a post-closing trial balance.
- Analyze and record transactions for a merchandising company.
- Compute ending inventory and cost of goods sold for the perpetual inventory systems.
- Apply the gross profit method to estimate inventory.
- Prepare a bank reconciliation and journalize resulting adjustments.
- Record petty cash transactions.
- Apply the allowance method to account for uncollectible accounts receivable.
- Prepare entries for short-term notes receivable and compute interest.
- Calculate and account for depreciation and amortization.
- Account for the purchase and disposition of property, plant and equipment and intangibles.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

## EVALUATIONS:

Connect Assignments (9 assignments, 2 attempts each)	15%
Quizzes (2 @ 5% each)	10%
Term Test I (Chapters 1-4)	20%
Term Test II (Chapters 5-7)	20%
Final Exam* (All chapters covered)	<u>35%</u>
Total	<u>100%</u>

\*In order to receive credit for BA 1110, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%).

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Beginning	Topic	Required Reading
September 1	Course Outline & Accounting in Business	Chapter 1
September 8	Analyzing and Recording Transactions	Chapter 2
September 15	Adjusting Accounts for Financial Statements	Chapter 3
September 22	Adjusting Accounts for Financial Statements	Chapter 3
September 29	Completing the Accounting Cycle and Classifying Accounts	Chapter 4
October 6	Completing the Accounting Cycle and Classifying Accounts <b>Term Test #1 (October 10)</b>	Chapter 4 <b>Chapters 1-4</b>
October 13	Accounting for Merchandising Activities	Chapter 5
October 20	Accounting for Merchandising Activities	Chapter 5
October 27	Costing and Valuation of inventory	Chapter 6
November 3	Implementing Internal Controls <b>Term Test #2 (November 7)</b>	Chapter 7 <b>Chapters 5-7</b>
November 10	<b>Fall Break</b>	<b>No Classes</b>
November 17	Accounting for Receivables	Chapter 8
November 24	Accounting for Receivables	Chapter 8
December 1	Property, Plant and Equipment and Intangibles	Chapter 9
December 8	Property, Plant and Equipment and Intangibles	Chapter 9
December 12-19	COMPREHENSIVE FINAL EXAM	Chapters 1-9

*\*Note: Course schedule is tentative and may vary slightly at the discretion of the instructor*

## STUDENT RESPONSIBILITIES:

It is the student's responsibility to read, understand and comply with the Polytechnic's Academic Policies, which are reviewed regularly, updated and posted on the Polytechnic website. If students have any questions regarding these policies, please contact Student Services. Please see the Academic Policy on Student Rights and Responsibilities on the Polytechnic's website at <https://www.nwpolytech.ca/about/administration/policies/>.

### Attendance

Students are expected to attend all lectures, arrive on time, and remain for the duration of the activities. You are expected to remain on camera for the entire duration of the lecture. Frequent tardiness may be treated as an absence. Students with absences in excess of 6 classes may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.nwpolytech.ca/programs/grading-systems.html>.

### Participation

The expectation for this course is that students read the material and attempt the quick studies and exercises prior to class. Reading and attempting the exercises we will cover in class is an excellent way to prepare for classroom activities. Your focus should be on recording journal entries and preparing financial statements. Note that you will not learn accounting by simply reading and looking over solutions.

### Recording

Recording lectures or taking screen shots in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

### Email

Students may contact the instructor by email or phone. Emails will be answered within two business days outside of stated office hours. Email correspondence to your instructor must be sent from your NWP student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and

Responsibilities policy available  
at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

### **ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:**

- Assignments will be located on the Connect Online Learning System. Assignments must be submitted by the due date. You will have two attempts on all assignments. Connect will automatically submit your assignments and practice exercises on the due date. Late assignments will not be accepted. No extensions or re-writes will be granted. Any missed assignments will receive a grade of zero.
- Quizzes will be given throughout the semester. Scheduling will take place for quizzes as the course progresses, and you will be given ample advanced notice of these dates. Unexcused absences during a test or quiz will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor's discretion. Students with absences in excess of 6 classes will be refused the ability to move any test weightings to the final exam. No re-writes will be granted for missed exams or unsuccessful attempts.
- Term tests are tentatively scheduled for October 10, 2024, and November 7, 2024. Absences during a term test will be assigned a grade of zero. The zero grade will be used in determining a student's letter grade prior to writing the final exam regardless of any special arrangements made. For example, in extenuating circumstances, the term test weighting may be transferred to the final exam when calculating the final grade. However, the letter grade before writing the final exam will include the zero grade and remain unchanged.
- The two-hour final exam will be written as scheduled by the Registrar's Office during the exam period from December 12-19. Do not plan activities or trips during this time. Unexcused absences will be assigned a grade of zero. Students who arrive after the first student has left the examination room will not be allowed to write the final exam and will receive a grade of zero. Students who submit a blank or substantially incomplete exam will not be eligible for a repeat final examination.



- Calculators and approved translation devices are the only electronic devices allowed during quizzes, major tests, and the final exam. Cell phone calculators and other electronic devices are not to be used during examination.