



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2025

BA1110 (A3): 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.

INSTRUCTOR: Doris Hoveland, CPA, CA, MBA **PHONE:** 780-539-2824
OFFICE: C423 **E-MAIL:** DHoveland@nwpolytech.ca
OFFICE HOURS: Monday & Wednesday 10:00 – 11:30 or by appointment

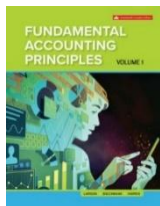
CALENDAR DESCRIPTION:

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: 60% in Math 20-1 or 20-2, or 50% in Math 30-1 or Math 30-2

REQUIRED TEXT/RESOURCE MATERIALS:

Textbook:



Larson, K. D., Dieckmann, H., & Harris, J. (2022). *Fundamental Accounting Principles* (17th ce, Vol. 1). Mississauga, ON: McGraw-Hill Ryerson Limited.

This text includes an access code for Connect Smartbook. Both the text and Connect Smartbook will be used extensively. Please note: time zone in Connect must be set to Canada/Mountain time for the duration of the course.

Financial calculator: Texas Instruments BA II Plus or Sharp EL-738

Approved calculators and pre-approved translation devices are the only electronic devices allowed during quizzes, term tests or the final exam. Cell phones and programmable calculators may not be used in examinations.

DELIVERY MODE:

This 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 organization.
- 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 system.
- 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>.

** Please note that, in many cases, BA1110 and BA1120 together are required for transferability. 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:

Assignments	10%
Quizzes	15%
Term Test 1	20%
Term Test 2	20%
Final Exam*	35%
Total	<u>100%</u>

* To receive credit for BA1110, you **must achieve a minimum of 50% on the final examination**, and a course composite grade of at least a “D” (50%).

Final grades are based on academic performance throughout the semester. There are no test re-writes, deadline extensions, or bonus assignments available to improve your grade. It is important to complete all assessments as scheduled and to the best of your abilities.

Assignments:

Assignments will be available through Connect Smartbook. You are allowed 2 attempts per assignment. Connect Smartbook will automatically submit your assignments on the due date. Late assignments will not be accepted. Missed assignments will be assigned a grade of zero.

Quizzes:

To reinforce learning and highlight areas that need more attention, scheduled and surprise quizzes will be administered throughout the semester. Absences during a quiz will be assigned a grade of zero.

Term Tests:

Term tests are tentatively scheduled for **February 12** and **March 19**. Absences during a test will be assigned a grade of zero. In extenuating circumstances, test weightings may be transferred to the final exam when calculating the final grade at the instructor’s discretion. However, the letter grade before writing the final exam will include the zero grade and remain unchanged. Students with 6 or more absences will be refused permission to transfer any test weightings.

Final Exam:

The two-hour final exam will be written as scheduled by the Registrar’s Office during the exam period from **April 14 - 23**. Do not plan activities or trips during this time. Unexcused absences will be assigned a grade of zero. Students are expected to arrive on time and stay for the first half hour. Students who arrive after the first student has left the examination room will not be allowed to write the final exam and will be assigned a grade of zero. Students who submit a blank or substantially incomplete exam will not be eligible for a repeat final examination.

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	Topic	Chapters
1	Introduction to Accounting	1
2	Analyzing and Recording Transactions	2
3 & 4	Adjusting Accounts for Financial Statements	3
5	Completing the Accounting Cycle	4
6	Term Test 1 (February 12)	1 to 4
7	Winter Break – No Classes	
8	Accounting for Merchandising Activities	5
9	Inventory Costing and Valuation	6
10	Internal Control and Cash	7
11	Term Test 2 (March 19)	5 to 7
12	Receivables	8
13 & 14	Property, Plant and Equipment and Intangibles	9
15	Review	
Exam Period	Comprehensive Final Exam	All Chapters

STUDENT RESPONSIBILITIES:

Attendance:

There is a strong correlation between regular attendance and overall course performance. Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the activities. Arriving late or leaving early is disruptive to the entire class. Repeated tardiness or leaving early will be treated as an absence. If you miss a class, it is your responsibility to learn the material on your own. Students with 6 or more absences will not be eligible to transfer any test weightings and may be debarred from writing the final exam.

Professional Behavior:

Students are expected to conduct themselves in a professional manner. This includes, but not limited to, interacting with others appropriately and respectfully; refraining from texting or chatting during class; arriving to class prepared and on time; and remaining for the duration of the activities. Students may be asked to leave if the behavior becomes disruptive.

Recording:

Recording lectures or taking photos 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. Any recordings or images taken without the instructor's consent must be deleted immediately.

Time Management:

The expectation for this course is that students review the course material and attempt the Quick Study questions prior to class. Reading and attempting the exercises in advance is an excellent way to prepare for classroom activities. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so students are encouraged to plan their schedule accordingly. It is difficult for students to catch up once they fall behind schedule.

STATEMENT ON ACADEMIC MISCONDUCT:

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.