



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION COURSE OUTLINE – Winter 2025

BA1120 (A3): Principles of 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: Abigail Head, CPA, CMA, MBA **PHONE:** 780-539-2712
OFFICE: C304 **E-MAIL:** AHead@nwpolytech.ca
OFFICE HOURS: Tuesday & Thursday 2:30 – 3:30 PM, or by appointment

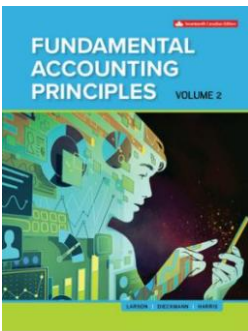
CALENDAR DESCRIPTION:

The course provides a further examination of accounting procedures and their underlying concepts and principles. Additional standards and problems of valuation, income measurement, and disclosure in financial statements are introduced.

PREREQUISITE: BA1110 Introduction to Accounting (3)

REQUIRED TEXT/RESOURCE MATERIALS:

1. PRINT TEXT/E-BOOK + Connect SmartBook



Larson, K. Dieckmann, H., Harris. J.; **Fundamental Accounting Principles, Volume 2**, Seventeenth Canadian Edition, McGraw-Hill Ryerson, 2022. This text includes Connect with SmartBook Online Access. All students must purchase the McGraw Hill Connect print text or e-book with SmartBook Online Access.

Students must have a Connect access code to gain access to online resources and assessments. It is the student's choice to purchase a new print text with a Connect access code or an e-book with a Connect access code. If you purchased a used textbook, students must purchase a Connect access code separately.

Note: the time zone in Connect must be set to Canada/Mountain time for course duration.

2. FINANCIAL CALCULATOR

Texas Instruments (BA II Plus), Hewlett-Packard (HP-10B II), *or* Sharp (EL-738) (recommended & used in BA1050). The above calculators and pre-approved translation devices are the *only* electronic devices allowed during quizzes, tests, and examination(s). ***Cell phones, programmable calculators, and other electronic devices are not permitted in quizzes, testing, or examinations.***

3. COURSE MANAGEMENT SYSTEM & NWP IT REQUIREMENTS

NWP uses myClass (D2L/Brightspace) online course management system. See the BA1120 course home page often for important course information and announcements. To access visit <https://myclass.gprc.ab.ca/d2l/home>

For NWP minimum device, software, and network requirements, please visit the following link: <https://www.nwpolytech.ca/doc.php?d=TECHREQ>

DELIVERY MODE: On-campus (attend on-campus, in-person)

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, students will be able to:

- Account for current liabilities.
- Prepare the calculations necessary to construct a payroll register and prepare entries to record and pay payroll. Calculate payroll costs levied on employers and prepare the entries to record the accrual and payment of these amounts.
- Account for the formation of a partnership, the allocation of partnership income or loss, the admission or withdrawal of a partner, and the liquidation of a partnership.
- Identify corporation characteristics, account for equity transactions, report and analyze profit, earnings per share and retained earnings.
- Prepare corporate reports, including a comprehensive income statement and a statement of changes in equity.
- Account for bonds, long-term notes payable, and lease liabilities.
- Account for debt and share investments.
- Describe cash flows and prepare a statement of cash flows.
- Explain and apply methods of financial statement analysis.

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:

Practice Assignments	10%
Quizzes	10%
Term Test 1	20%
Term Test 2	20%
Final Exam (Comprehensive; all chapters) (2 Hours)	40%
Total	100%

Students are encouraged to complete all assignments, quizzes, tests, and exams. Students will receive a zero (0) for missed assignments, quizzes, tests, and/or exam(s). No re-writes, deadline extensions, or bonus assignments are available to improve your grade. It is important to complete all evaluations as scheduled and to the best of your abilities.

Evaluation Policies:

- Connect practice assignments will be automatically submitted on the due date in Connect. Late assignments will not be accepted. Missed assignments and unsuccessful attempts will receive a grade of zero. No extensions or rewrites will be granted. The assignments for this course may be taken online using McGraw Hill Connect's Proctorio proctoring software. Note: Proctorio will not video or audio record students.
- Quizzes will be scheduled as the course progresses. Students will be given advanced notice of quiz dates. Unexcused absences during a quiz will be assigned a grade of zero. Re-writes or extra work will not be granted for missed quizzes or unsuccessful attempts.
- Term tests are *tentatively scheduled* for **February 13, 2025, and March 20, 2025**. Do not plan activities or trips during this period. The course schedule is approximate and may vary slightly at the instructor's discretion.
 - Unexcused absences during a term test will be assigned a grade of zero. No rewrites will be granted for missed or unsuccessful attempts. Extra work will not be granted.
 - For excused absences, the weighting of a term 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.
- Final exams will be written as scheduled by the Registrar's Office during the exam period from **April 14-23, 2025**. Do not plan activities or trips during this period. Any unexcused absences will be assigned a grade of zero. Final examinations will start at the scheduled time. Extra time will not be allotted to students who arrive late for a final examination. Normally, students will not be permitted to leave within the first half-hour of the final examination.

GRADING CRITERIA:

Grades will be assigned on the Letter Grading System. 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:

The course schedule is approximate and may vary slightly at the discretion of the instructor.

Week Beginning...	Topic	Required Reading
January 6	Current Liabilities	Chapter 10
January 13	Current Liabilities	Chapter 10
January 20	Payroll Liabilities	Appendix I
January 27	Partnerships	Chapter 11
February 3	Partnerships Organization and Operation of Corporations	Chapter 11 Chapter 12
February 10	Organization and Operation of Corporations Term Test I (Chapters 10, 11, 12 & Appendix I)	Chapter 12
February 17	Family Day and Winter Break	
February 24	Corporate Reporting	Chapter 13
March 3	Analyzing Financial Statements	Chapter 17
March 10	Bonds and Long-term Notes Payable	Chapter 14
March 17	Bonds and Long-term Notes Payable Business Conference (March 18) Term Test II (Chapters 13, 14, 17)	Chapter 14
March 24	Accounting for Debt and Share Investments	Chapter 15
March 31	Accounting for Debt and Share Investments & Reporting and Analyzing Cash Flows	Chapter 15/16
April 7	Reporting and Analyzing Cash Flows	Chapter 16
April 14 - 23	Comprehensive Final Exam (2 Hours)	All Chapters

Students are encouraged to complete all assignments, quizzes, tests, and exams. Students will receive a zero (0) for missed assignments, quizzes, tests, and/or exam(s). No re-writes, deadline extensions, or bonus assignments are available to improve your grade. It is important to complete all evaluations as scheduled and to the best of your abilities.

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by NWP's rules and regulations. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see <https://www.nwpolytech.ca/about/administration/policies/> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

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.

ADDITIONAL INFORMATION:

Attendance

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the scheduled class. Attendance will be taken each class and recorded in the myClass Attendance tool. Students may view this report in myClass at their convenience.

Students may be refused permission to write the final examination on the advice of the instructor. This usually happens when absences are more than six (6) absences or if significant assessments like assignments, quizzes, tests, and/or exam(s) are not completed; see Examination Policy and Debarred from Examinations;
<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37>.

Time Management

The expectation for this course is that students read/review the course material before class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time, so plan your schedule accordingly. See the **Course Schedule/Tentative Timeline** section above. Course materials and announcements will be available on myClass, Connect, and NWP Webmail. Students are responsible for checking all three websites regularly: 2-3 times per week.

Cell Phones, Recording and Photos

Using cell phones during class time is unprofessional and distracting to the instructor and fellow students. Cell phones must be turned off or set to silent and placed out of sight during class time. Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor. If permission is granted, such recordings may only be used for individual study and may not be reproduced, transferred, distributed, or displayed publicly. Any images taken without the instructor's consent must be deleted immediately.

Email

Students may contact the instructor by NWP Webmail. Webmail will be answered within two business days outside of stated office hours. Webmail correspondence must be sent to your instructor from your NWP Webmail account. Webmail should be professionally formatted with correct spelling and grammar. Webmail must include a subject line and reference to the course code, material(s), and/or textbook pages.

Copyright

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See

<https://www.nwpolytech.ca/about/administration/policies/index.html> and

<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71> .

Study Skills Hub

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time, so plan your schedule accordingly.

The NWP Study Skills Hub will help you develop the skills you need to succeed in your program and cope with the demands of higher education. Click on the following link for free access:

<https://libguides.nwpolytech.ca/learningportal/studyskills>