



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Spring 2025

BA1120 (EC): Principles of Accounting – 3 (6-0-1.5) UT 60 Hours for 8 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: Mandy Pollock
OFFICE: C406
OFFICE HOURS: By Appointment

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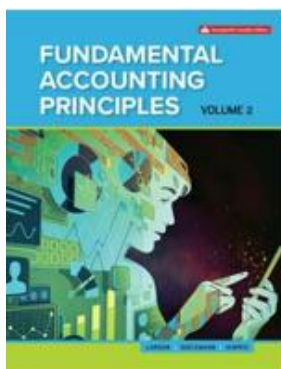
CALENDAR DESCRIPTION:

The course provides 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

REQUIRED MATERIALS:

1. PRINT TEXT/E-BOOK + CONNECT



Larson, K. Dieckmann, H., Harris, J.; **Fundamental Accounting Principles, Volume 2, Seventeenth Canadian Edition**, McGraw-Hill Ryerson, 2022. (ISBN: 9781265166588)

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

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

2. FINANCIAL 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 calculators include:

- a) Sharp (EL-738) (used in BA1050), or
- b) Texas Instruments (BA II Plus)

3. ProctorU

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61 - 120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

DELIVERY MODE: Asynchronous

This type of course will be delivered online through NWP's learning management system and Connect. There are no set class times. It is a paced online self-study course. Assignments and exams will have scheduled due dates during the course to keep you on track with course materials.

LEARNING OUTCOMES:

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

- 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 current liabilities.
- 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 the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

** For courses with alpha (letter) grading, a 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	15%
Quizzes (2 quizzes @ 5% each)	10%
Midterm	35%
Final Exam* (All chapters covered)	<u>40%</u>
Total	100%

*In order to receive credit for BA 1120, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%).

*****The Midterm exam will take place on Tuesday, June 3, 2025 from 9:00am – 10:20am with ProctorU. Students must read the instructions in D2L on booking exams with ProctorU.***

The Final Exam will take place on June 24, 2025 from 9:00am – 11:00am with ProctorU. This period falls during NWP's condensed spring semester Final Exam week.

GRADING CRITERIA:

Please note that most institutions 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	Dates	Chapter(s) Covered	Topic	Item(s) Due for Grading
1	May 5–11	Chapter 10 Appendix I	Current Liabilities Payroll Liabilities	<ul style="list-style-type: none"> • <i>Assignment #1 (Chapter 10 & Appendix I)</i> • <i>Quiz #1 (Chapter 10 & Appendix I)</i>
2	May 12-18	Chapter 11	Partnerships	<ul style="list-style-type: none"> • <i>Assignment #2 (Chapter 11)</i>
3	May 19-25	Chapter 12	Organization and Operation of Corporations	<ul style="list-style-type: none"> • <i>Assignment #3 (Chapter 12)</i> • <i>Quiz #2 (Chapter 11 & Chapter 12)</i>
4	May 26- Jun 1	Chapter 13	Corporate Reporting	<ul style="list-style-type: none"> • <i>Assignment #4 (Chapter 13)</i>
5	June 2-8	Chapter 14	Bonds and Long-term Notes Payable	<ul style="list-style-type: none"> • <i>Assignment #5 (Chapter 14)</i> • <i>Term Test (Chapters 10 – 13 & Appendix I) June 3rd</i>
6	June 9-15	Chapter 15	Accounting for Debt and Share Investments	<ul style="list-style-type: none"> • <i>Assignment #6 (Chapter 15)</i> • <i>Quiz #3 (Chapter 14 & Chapter 15)</i>
7	June 16-22	Chapter 16 Chapter 17	Reporting and Analyzing Cash Flows / Financial Statement Analysis	<ul style="list-style-type: none"> • <i>Assignment #7 (Chapter 16)</i> • <i>Assignment #8 (Chapter 17)</i>
8	June 24		Final Exam	<ul style="list-style-type: none"> • <i>Comprehensive Final Exam* (Cumulative; all chapters)</i>

*In order to receive credit for BA1120, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%).

Registered students are expected to abide by the rules and regulations of NWP. 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:

Evaluation Policies:

- Chapter assignments will be completed in Connect. The assignments will be *automatically submitted* on the due date stated in Connect. Late assignments will not be accepted and missed assignments will receive a grade of zero. No extensions or re-writes will be granted. Students will have 2 attempts at each assignment.
- Quizzes will be completed in Connect. Quizzes will be timed, and once the quiz has started, you must complete the entire quiz within the stipulated time limit. Any missed quiz will receive a grade of zero. No extensions or re-writes will be granted. Students will have 1 attempt at each quiz.
- The midterm and final exam will be completed on Connect and invigilated by ProctorU. They will be timed, and once started, you must complete the entire exam within the stipulated time limit. Any missed exam will receive a grade of zero. No extensions or re-writes will be granted. Students will have 1 attempt at each exam.
- The final exam is scheduled for two hours. It will be written **June 24th, 2025**.

Time Management:

The expectation for this course is that students read/review the text material according to the class schedule. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in the readings and exercises.

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.

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.



The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.