



DEPARTMENT Business & Office Administration

COURSE OUTLINE – Fall 2023

BA1110 (C2): 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: Nicholas Whalen, CPA, MPAcc **PHONE:** (780) 539-5947
OFFICE: C310 **E-MAIL:** nwhalen@nwpolytech.ca
OFFICE HOURS: Monday 1:00 PM – 2:30 PM and Thursday 11:30 am – 1:00 pm or by appointment

CALENDAR DESCRIPTION:

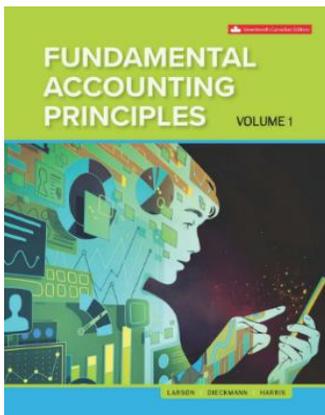
This course provides an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

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:

- PRINT TEXT/E-BOOK + CONNECT**
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. 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),
- b. Texas Instruments (BA II Plus), or
- c. Hewlett-Packard (HP-10B II)

3. DEVICE, SOFTWARE & NETWORK REQUIREMENTS

A device must meet or exceed the following specifications, including the following software apps and internet capacity to participate in online course content: see NWP requirements at <https://www.nwpolytech.ca/doc.php?d=TECHREQ> and Connect requirements at <https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd>

DELIVERY MODE(S): 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, 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.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.** Note that, in many cases, BA1110 and BA1120 together are required for transferability.

EVALUATIONS:

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

*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:

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

Week Beginning	Topic	Required Reading
September 3	Course Outline & Accounting in Business	Chapter 1
September 10	Analyzing and Recording Transactions	Chapter 2
September 17	Adjusting Accounts for Financial Statements	Chapter 3
September 24	Adjusting Accounts for Financial Statements	Chapter 3
October 1	Completing the Accounting Cycle and Classifying Accounts	Chapter 4
October 8	Completing the Accounting Cycle and Classifying Accounts	Chapter 4
October 12	Term Test #1 (Chapters 1-4)	Chapters 1-4
October 15	Accounting for Merchandising Activities	Chapter 5
October 22	Costing and Valuation of inventory	Chapter 6
October 29	Implementing Internal Controls	Chapter 7
November 5	Implementing Internal Controls	Chapter 7
November 9	Term Test #2 (Chapters 5-7)	Chapters 5-7
<i>November 12</i>	<i>Fall Break – No Class</i>	
November 19	Accounting for Receivables	Chapter 8
November 26	Property, Plant and Equipment and Intangibles	Chapter 9
December 3	Property, Plant and Equipment and Intangibles	Chapter 9
December 10	Final Exam Review	
December 14 - 21	COMPREHENSIVE FINAL EXAM	Chapters 1-9

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of the Polytechnic. As students, rights apply to the Polytechnic in terms of what students are expected to know, expect and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at NWP. There are no exceptions to this policy. 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/>.

Attendance

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the scheduled class. 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 absences (2 weeks), *or* if significant assessments like assignments, quizzes, tests, and/or exams are not completed; see Final Examination Policy; <https://www.nwpolytech.ca/about/administration/policies/>.

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.

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 Course Schedule/Tentative Timeline section above. The NWP Study Skills Hub will help you develop the skills you need to succeed in your program. Click on the following link for free access: <https://libguides.nwpolytech.ca/learningportal/studyskills>

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 images taken without instructor consent will need to be deleted immediately.

Webmail

Students may contact the instructor by 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 and material(s) and/or textbook pages, etc.

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.

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. No re-writes will be granted for missed exams or unsuccessful attempts.

- Term tests are tentatively scheduled for **October 12, 2023, and November 9, 2023**. Do not plan activities or trips on these days. Unexcused absences during a test will be assigned a grade of zero.
- The two-hour final exams will be written as scheduled by the Registrar's office during the exam period from **December 14 – 21, 2023**. Do not plan activities or trips during this period. Unexcused absences will earn 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.