



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2019

BA1110 EC: INTRODUCTION TO ACCOUNTING – 3 (3-0-2) 75 Hours for 15 Weeks

INSTRUCTOR: Chelsea Antonio, CPA **PHONE:** (780) 539-2862
OFFICE: C413 **E-MAIL:** CAntonio@gprc.ab.ca
OFFICE HOURS: Wednesday and Thursdays 1:00 PM – 2:30 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)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Larson, K. D., & Dieckmann, H. (2019). *Fundamental accounting principles* (16th Can. ed., Vol. 1).
Mississauga, ON: McGraw-Hill Ryerson Limited.

This text includes *Connect with Smartbook Online Access*. **Both the text and Connect will be used extensively.** Students will require an appropriate calculator. The calculator function of a cell phone is not sufficient. Students may use only approved calculators for examinations.

DELIVERY MODE(S):

The course is delivered entirely online using Moodle software and Connect Online Learning System. For each chapter a PowerPoint presentation is available, along with supplemental summary notes. Relevant practice exercises for each chapter will be assigned as well as periodic assignments and term exams to test your knowledge, understanding and application of the material throughout the course. You will be evaluated several times so you can assess how you are doing as you work through the material. The practice exercises, assignments and term tests have specific due dates to keep you on track so you finish the course on time. You may however, complete and submit these evaluations before their due dates.

It is highly recommended that you take advantage of all of the material on the course site. The Connect Online Learning System has solutions to all the quick studies and "help me solve it" videos for each chapter. Access to Connect comes with the purchase of your text. Connect's other

supplementary material entitled "Extend Your Knowledge" is available if you want to delve deeper into the accounting topics. Important information, announcements and grades will be posted on the course site. Grades for practice exercises, assignments and term tests will be posted within a week after the due date. The grades posted will not include your final letter grade. Please check your myGPRC account for your final letter grade after the completion of the course.

COURSE OBJECTIVES:

The following objectives will be covered in this course:

- Analyzing and Recording Transactions
- Adjusting Accounts for Financial Statements
- Completing the Accounting Cycle and Classifying Accounts
- Accounting for Merchandising Activities
- Inventory Costing and Valuation
- Internal Control and Cash
- Receivables
- Property, Plant and Equipment and Intangibles

LEARNING OUTCOMES:

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

- Describe the three 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 both the periodic and 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 and direct write-off methods to account for accounts receivable.
- Prepare entries for short-term notes receivable and compute and interest.
- Calculate and account for depreciation
- Account for the purchase and disposition of capital assets

TRANSFERABILITY:

Athabasca University

MacEwan University

SAIT

University of Alberta

University of Lethbridge

Other (transfers in combination with other courses or to other institutions)

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** 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:

Connect Practice Exercises (8 at 1% each)	8%
Connect Quizzes (2 at 4% each)	8%
Connect Assignments (4 at 4% each)	16%
Term Test 1	15%
Term Test 2	15%
Final Exam *	<u>38%</u>
Total	<u>100%</u>

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

ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:

- The Connect Online Learning System will automatically submit your assignments and practice exercises on the due date. Be sure to watch your deadlines and complete your work on time. If you fall behind, it is difficult to catch up.
- Exercises and assignments must be submitted by 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 have a 45 minute time limit and you will have ONE attempt. They are to be written without the use of your text (you will run out of time if you attempt to utilize your textbook or

notes). Quizzes must be completed by the due dates as scheduled in the Moodle homepage. Grades will not be provided until after the due date. Any missed quizzes will receive a grade of zero. No re-writes or extensions will be granted.

- The term tests have a 2 hour time limit and you will have ONE attempt. They are to be written without the use of your text. (Do not attempt to use your text as you will run out of time.) The term tests must be completed by the due date, be sure to review all due dates given in this course outline as well as Moodle homepage. Any missed term test will receive a grade of zero. No re-writes or extensions will be granted.
- The final exam has a 3 hour time limit and must be **supervised by an approved proctor**. Please submit the name, number and email address of your proctor to me by **November 22, 2019**.
- If you are in the Grande Prairie area, it is recommended that your exam be taken at the testing center in Student Services at GPRC. Contact Carolyn Goetjen-Pilgrim at (780) 539-2212 or CPilgrim@GPRC.ab.ca to book a time. Please beware – proctoring services book up quickly. It is your responsibility to book a proctor, it is advised you book a proctor ASAP. **Please note: there may be an additional fee for proctoring services.**
- Calculators and approved translation devices are the only electronic devices allowed during the final examination. Textbooks or notes will not be allowed in the examination area. **Cell phone calculators may not be used in examinations.**

Final exams must be written during the exam period from December 11-20, 2019. **Do not plan activities or trips during this period. You must schedule your exam to be written during this time with an approved proctor.** Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.

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	90-100		C+	2.3	67-69
A	4.0	85-89		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 4	Accounting in Business	Chapter 1
September 9 & 16	Analyzing and Recording Transactions	Chapter 2
September 20	Assignment #1 (Ch 1&2) due before midnight Fri, Sept 20 (4%)	
September 23	Adjusting Accounts for Financial Statements	Chapter 3
September 30	Quiz #1 (Ch 2&3) due before midnight Mon, Sept 30 (4%)	Chapters 2-3
September 30	Completing the Accounting Cycle and Classifying Accounts	Chapter 4
October 4	Assignment #2 (Ch 3&4) due before midnight Fri, Oct 4 (4%)	
October 7	Term Test #1: due before midnight Fri, Oct 11 (15%)	Chapters 1-4
October 14	Accounting for Merchandising Activities	Chapter 5
October 21	Inventory Costing and Valuation	Chapter 6
October 25	Assignment #3 (Ch 5&6) due before midnight, Fri Oct 25 (4%)	
October 28	Internal Control and Cash	Chapter 7
November 4	Internal Control and Cash	Chapter 7
November 15	Term Test #2: due before midnight, Fri Nov 15 (15%)	Chapters 5-7
November 18	Receivables	Chapter 8
November 25	Quiz #2 (Ch 7&8) due before midnight Mon, Nov 25 (4%)	Chapters 7-8
November 25	Property, Plant and Equipment and Intangibles	Chapter 9
November 29	Assignment #4 (Ch 8&9) due before midnight Fri, Nov 29 (4%)	
December 2 & 9	Review	All Chapters
December 11 – 20	COMPREHENSIVE FINAL EXAM must be written by Friday, December 20, 2019* (38%)	All Chapters

***The final exam is comprehensive, which means it covers Chapters 1 through 9. The course end date is December 20, 2019.**

STUDENT RESPONSIBILITIES:

The expectation for this course is that students will read the chapter material and work through the recommended quick studies and problems. Only after working through these questions should you check your work with the solutions provided. You should supplement your learning with the *Connect* Online Learning System. 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. Practicing problems from your text means beginning with a blank piece paper or screen, writing your own answers and then correcting your own work with the aid of solutions.

Read the material, **Do** the end of chapter questions, **Check** your work and **Apply** your critical thinking skills. This way you will know if you are ready to write the term tests and final exam.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan your schedule according to the course schedule above. You may complete assignments and tests before the due dates.

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 GPRC 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.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

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

Plagiarism:

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

Cheating:

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- **Absolutely no examination materials may be removed from the examination room.** All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.