



DEPARTMENT Business & Office Administration

COURSE OUTLINE – Spring 2023

BA1120 (EC): Principles of Accounting – 3 (3-0-1) 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: Chelsea Antonio, CPA

PHONE: 780-539-2862

OFFICE: E308

E-MAIL: CAntonio@nwpolytech.ca

OFFICE HOURS: By appointment

CALENDAR DESCRIPTION:

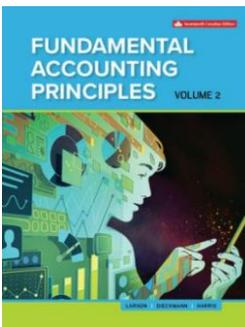
The course provides further examination of accounting procedures and their underlying concepts and principles. Additional standards and problems of valuation, income measurement, and disclosure in financial statements are introduced.

PREREQUISITE: BA1110 Introduction to Accounting

REQUIRED 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.

Students must have a Connect access code to gain access to 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 duration of course.*

There will be an additional fee (\$15 US) per semester for the proctoring software.

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.

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

DELIVERY MODE(S): Asynchronous

This type of course will be offered online. There are no set class times and students will be required to self-study asynchronously.

COURSE OBJECTIVES:

The following objectives will be covered in this course:

- Recording payroll liabilities
- Accounting for current, non-current liabilities and equity instruments
- Accounting for bonds, long-term notes payable, and investments
- Accounting for partnerships and corporations
- Reporting and analyzing cash flows
- Analyzing financial statements

LEARNING OUTCOMES:

Upon completion of this course, students 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.⁷
- 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.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:

| | |
|--|-------------|
| Weekly Chapter Assignments (best 6 of 8 assignments @ 2.5% each) | 15% |
| Quizzes (3 quizzes @ 5% each) | 15% |
| Term Test | 32% |
| Final Exam (Cumulative; all chapters) * | 38% |
| 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 course end date is June 30, 2023 at 11:59pm. The Final Exam must be attempted and completed before the end of day on June 30, 2023 at 11:59pm using McGraw Hill with Proctorio monitoring software.***

ASSIGNMENTS, QUIZZES, TESTS AND EXAM 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.
 - The best 6 of 8 assignments will account for 15% of your grade. Students will have 2 attempts at each assignment.
- Quizzes will be completed in Connect. The quiz must be completed by the due date stated in Connect. Quizzes will be timed, and once the quiz has started, you must complete the entire quiz within the stipulated time limit. Logging out or losing internet connection during the quiz will result in a grade based only on the portion of the quiz that has been completed.
 - Re-writes or extra work will not be granted for missed quizzes or unsuccessful attempts.
 - There will be 3 quizzes, each worth 5% of your grade. Students will have 2 attempts at each quiz. The quiz is algorithmic with new questions and numbers for each attempt.
- The mid-way Term Test covering Chapters 10-14, and Appendix I must be completed between **May 31 – June 4, 2023**. The term test will be completed in Connect utilizing the proctoring software. **Please be advised that there will be an additional fee (\$15 US) per semester for the proctoring software.**
 - The Term Test will be written closed book.
 - The Term Test will account for 32% of your grade. Students will have one attempt at the Term Test. The Term Test will be timed, and students will receive 80 minutes to complete. Once the test has started it must be completed in one sitting. Logging off or losing internet connection during the test will result in a grade based only on the portion of the exam that is completed. Students must have reliable internet connection when completing tests.
 - No rewrites will be granted for missed or unsuccessful attempts.

- The Comprehensive Final Exam must be completed between **June 28 – 30, 2023**. The Final Exam will be completed in Connect utilizing the proctoring software. **Please be advised that there will be an additional fee (\$15 US) per semester for the proctoring software.**
 - The Final Exam will be written closed book.
 - The Final Exam will account for 38% of your grade. Students will have one attempt at the Final Exam. The Final Exam will be timed, and students will receive 120 minutes to complete. Once the exam has started it must be completed in one sitting. Logging off or losing internet connection during the exam will result in a grade based only on the portion of the exam that is completed. Students must have reliable internet connection when completing exams.
 - Re-writes for the final exam will *not* be granted.
- Calculators and approved translation devices are the only electronic devices allowed during all Quizzes, the Term Test, and the Final Exam. No programmable calculators will be allowed. Textbooks or notes will not be allowed in the examination area. Cell phone calculators may **not** be used.
- In order to receive credit for BA1120, students must achieve 50% on the Final Exam, and a course composite grade of at least a D (50%). Students are strongly encouraged to complete all assignments, quizzes, and tests/exams – you will receive a zero (0) for any missed items.
- All quizzes, tests and exams will be written as scheduled. Check myClass and Connect to confirm due dates. No rewrites or rescheduled quizzes or tests/exams will be given.

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 | 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:

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

| Week | Dates | Chapter(s) Covered | Topic | Item(s) Due for Grading |
|------|--------------------------|--------------------------|--|---|
| 1 | May 1-7 | Chapter 10 Appendix I | Current Liabilities Payroll Liabilities | • <i>Assignment #1 (Chapter 10 & Appendix I)</i> |
| 2 | May 8-14 | Chapter 11 | Partnerships | • <i>Assignment #2 (Chapter 11)</i> • <i>Quiz #1 (Chapter 10, Appendix I & Chapter 11)</i> |
| 3 | May 15-21 | Chapter 12 | Organization and Operation of Corporations | • <i>Assignment #3 (Chapter 12)</i> |
| 4 | May 22-28 | Chapter 13 | Corporate Reporting | • <i>Assignment #4 (Chapter 13)</i> • <i>Quiz #2 (Chapter 12 & Chapter 13)</i> |
| 5 | May 29- June 4 | Chapter 14 | Bonds and Long- term Notes Payable | • <i>Assignment #5 (Chapter 14)</i> • <i>Term Test (Chapters 10 – 14 & Appendix I)</i> |
| 6 | June 5-11 | Chapter 15 | Accounting for Debt and Share Investments | • <i>Assignment #6 (Chapter 15)</i> |
| 7 | June 12-18 | Chapter 16 | Reporting and Analyzing Cash Flows | • <i>Assignment #7 (Chapter 16)</i> • <i>Quiz #3 (Chapter 15 & Chapter 16)</i> |
| 8 | June 19-25 | Chapter 17 | Financial Statement Analysis | • <i>Assignment #8 (Chapter 17)</i> |
| 9 | June 26-30 June 28-30 | | Review Final Exam Period | • <i>Comprehensive Final Exam* (Cumulative; all chapters)</i> |

*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%).

STUDENT RESPONSIBILITIES:

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>

Time Management

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.

Course materials and announcements will be available on myClass, Connect, and NWP Webmail. Students are responsible for checking all three websites regularly.

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 and material(s) and/or textbook pages, etc.

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> .

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 Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

Additional Information:

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>

Connect Lockdown Browser/Monitoring Software

Term Tests and Final Exams in this course must be taken online with the use of Connect Lockdown Browser and Connect Monitoring exam proctoring software. Students must download Lockdown Browser and Connect Monitor will automatically start through Connect. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Connect Monitor require Windows or Mac desktop, laptop, or iPad platforms. Chromebooks, smartphones, and other tablets are not supported. If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a PC via the NWP App → On-Campus Reservations.

Secured and reliable internet connection will be required for all Tests and Exams.