ABEN 115 Small Business Accounting & Bookkeeping

5 Credits, 75 hours
Development of numeracy skills through an introduction to accounting basics and related standardized software packages. Set up a small business accounting system. Development organizational skills and maintain information and data.

Prerequisite: ABEN 100 or consent of the Program Chair

Instructor
Tami Kane
tami.kane@keyano.ca

Office Hours
Tuesday mornings.
Online/telephone meeting requests may be made by emailing your instructor.

Online Delivery: iLearn.Keyano.ca

Required Resources

Textbooks.


Other supplies
Computer with internet connection. A calculator and a headset with microphone is recommended for the online sessions.

Course Outcomes
At the completion of the course, students will be able to:

- Use the language of accounting and understand the purpose of effective bookkeeping for their new business venture
- Demonstrate an understanding of the recording process for accounting information through the use of the accounting equation, journals, special journals, ledgers, worksheets, and the preparation of financial statements.
- Account for basic payroll transactions.
- Establish a small business accounting system.
### Evaluation

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>TITLE</th>
<th>VALUE</th>
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<tbody>
<tr>
<td>Assignment #1</td>
<td>Situation Analysis</td>
<td>5%</td>
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<tr>
<td>Assignment #2</td>
<td>Market Strategies &amp; Financials</td>
<td>20%</td>
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<tr>
<td>Assignment #3</td>
<td>Marketing Plan</td>
<td>25%</td>
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<tr>
<td>Quizzes</td>
<td>Six chapter quizzes (4% each)</td>
<td>24%</td>
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<tr>
<td>Knowledge Check &amp; Audits</td>
<td>Knowledge Checks and Audits</td>
<td>16%</td>
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<tr>
<td>Online Activities,</td>
<td>Web Meetings, Forums, Wikis, Glossary</td>
<td>10%</td>
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The minimum pre-requisite for progression is 1.7 (refer to Grading System on following page)

### Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>4.0 Scale</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Excellent</td>
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<td>96 - 100</td>
<td>A+</td>
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<tr>
<td></td>
<td>4.0</td>
<td>90 - 95</td>
<td>A</td>
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<tr>
<td></td>
<td>3.7</td>
<td>85 - 89</td>
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<td>Good</td>
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<td>81 - 84</td>
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<td>73 - 76</td>
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<tr>
<td>Satisfactory</td>
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<td>69 - 72</td>
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<td></td>
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<td>D</td>
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<tr>
<td>Failure</td>
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<td>0 - 49</td>
<td>F</td>
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Please Note:
Date and time allotted to each topic is subject to change. It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College Credit Calendar.

### Performance Requirements

#### Student Attendance

This online course does not have scheduled classes, all modules are to be completed as outlined, within 30 days. In order to successfully complete this course, it is recommended that you set up a weekly schedule for school time. You will need to spend a minimum of 15-20 hours per week completing the readings, activities, and assignments. A schedule of 3-4 days a week (of 4 hours per day) of school work, is a great way to begin this course.
Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person’s work as one’s own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College 2015-2016 credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.
Authorization

This course outline has been reviewed and approved by the Program Chair.

Tami Kane, Instructor

Lisa Turner, Chair                  Date Authorized

Guy Harmer, Dean                   Date Authorized

Signed copies to be delivered to:
Instructor
Registrar's Office