

BUS 130A/B – Introductory Financial Accounting I

3 Credits, 5 hours per week

This course assumes students have little or no prior knowledge of accounting. It aims to provide an excellent rudimentary knowledge of financial accounting. Students will develop an understanding of how accounting serves to develop useful information, and how it enhances decision-making. The emphasis is on procedures and problem solving rather than on theory and concept. Topics of study include procedural matters relating to the double entry accounting cycle, including special journals subsidiary ledgers and general ledgers, worksheets and the preparation of financial statements.

Prerequisites and/or co-requisites

Math 30/030 or 33/033 or Math 30 Applied

Instructor

Instructor Name: Joanne Hlina
Office location: S111F
Phone number: 780-791-8958
joanne.hlina@keyano.ca

Office Hours

Monday 4:00 – 5:00 pm
Tuesday 2:00 – 4:00 pm
Thursday 3:00 – 4:00 pm
Friday 10:00 – 11:00 am

Required Resources

Fundamental Accounting Principles Volume I, Larson, K.D. & Jensen, T., Thirteenth edition, ISBN 978-0-07-096828-8

Fundamental Accounting Principles Volume II, Larson, K.D. & Jensen, T., Thirteenth edition, ISBN 978-0-07-096827-1

TI BAII Plus or TI BA II Plus Professional Calculator

Course Outcomes

Students will be able to:

- Understand accounting as a basis for sound business decisions
- Prepare journal entries to record typical business transactions
- Post journal entries
- Prepare trial balances
- Prepare financial statements

Evaluation

Online Tutorials and Quizzes	15%
Chapter Assignments	25%
Midterm Examination	30%
Final Examination	<u>35%</u>

Final Class Mark..... 100%

This course is a prerequisite for BUS131, and BUS204. A grade score of C- or more is required for this purpose.

This course is an equivalent for a course required for completion of the CGA program. A grade score of C+ or more is required for this purpose.

This course is an equivalent for a course required to qualify for the CMA entrance exam. A mark of D or higher in this course and a GPA of 2.7 in all CMA prerequisites is required for this purpose.

Performance Requirements

1. Cellular Phones

Cellular phones are a distraction to both your fellow students and the class instructor. All cellular phones are to be turned off, or at minimum set on silent mode prior to the beginning of class time.

If a student is observed using a cellular phone at any time during class, i.e., sending or reading text messages, they will be asked to leave the classroom for the remainder of class time.

2. Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course. Please refer to page 36 of the Credit Calendar.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

3. Academic Misconduct (page 37 of the Credit Calendar)

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

- 3.1. Plagiarism or the submission of another person's work as one's own
- 3.2. The use of unauthorized aids in assignments or examinations (cheating)
- 3.3. Collusion or the unauthorized collaboration with others in preparing work
- 3.4. The deliberate misrepresentation of qualifications
- 3.5. The willful distortion of results or data
- 3.6. Substitution in an examination by another person

Penalties for academic offences may range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

4. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119).

Authorization

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

Joanne Hlina, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office