

## **BUS 130 – Introductory Financial Accounting I**

*3 Credits, 5 hours per week*

An introduction to the subject of accounting will be provided. The major objective of BUS 130 and BUS 131 is to foster an understanding of accounting and the ways it serves in developing useful information which will provide a basis for sound business decisions. Topics of study include the procedural matters relating to the complete 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: Tami Kane  
Office location: S111E  
Phone number: 780-791-8956  
[tami.kane@keyano.ca](mailto:tami.kane@keyano.ca)

### **Office Hours**

Monday	2:00 PM	to	3:00 PM
Wednesday	1:00 PM	to	2:00 PM
Friday	10:00 AM	to	12:00 PM
	1:00 PM	to	2:00 PM

### **Hours of Instruction**

#### **BUS 130A**

Tuesday	1:00 PM - 2:50 PM	S107
Thursday	8:00 AM - 10:50 AM	S107

#### **BUS 130B**

Monday	3:00 PM - 4:50 PM	C282
Wednesday	10:00 AM - 11:50 AM	S218
Friday	2:00 PM - 2:50 PM	S216

### **Required Resources**

Fundamental Accounting Principles Volume I, Larson, K.D. & Jensen, T., Fourteenth edition, ISBN 978-0-07-105150-7

TI BAII Plus or TI BA II Plus Professional Calculator

McGraw-Hill Connect access required for course assignments. (Pin-code is available with new text)

### **Course Outcomes**

Students will be able to:

- Use accounting practises and accounting principles as a basis for sound business decisions
- Analyze business transactions and prepare journal entries to record typical business transactions
- Post journal entries
- Prepare trial balances
- Prepare financial statements

## Evaluation

Online Tutorials and Quizzes .....	18%
Chapter Assignments.....	18%
Serial Problems.....	9%
Midterm Examination.....	20%
Final Examination.....	35%
<b>Final Class Mark.....</b>	<b><u>100%</u></b>

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. 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 the Credit Calendar for current regulation.

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.

### 2. Academic Misconduct (refer to the Current 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:

- 2.1. Plagiarism or the submission of another person's work as one's own
- 2.2. The use of unauthorized aids in assignments or examinations (cheating)
- 2.3. Collusion or the unauthorized collaboration with others in preparing work
- 2.4. The deliberate misrepresentation of qualifications
- 2.5. The willful distortion of results or data
- 2.6. 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.

### 3. 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).

## Course Agenda

## BUS 130 Course Agenda

Fall 2014

Week	Topic	CHAPTER ASSIGNMENTS	Quizzes
WEEK 1 Sept. 3-5	Introduction to course , iLearn course management system, and assignment submission		
WEEK 2 Sept. 8 - 12	<b>Accounting in Business</b>	<b>Chapter 1</b> Exercises: 1-1, 1-3, 1-6, 1-7, 1-8, 1-24 Problems: 1-7A, 1-8A	
WEEK 3 Sept. 15 -19	<b>Analyzing &amp; Recording</b>	<b>Chapter 2</b> Exercises: 2-3, 2-6, 2-7, 2-8, 2-13 Problems: 2-6A, 2-8A	Post Quiz 1
WEEK 4 Sept. 22 - 26	<b>Adjusting Accounts for Financial Statements Transactions</b>	<b>Chapter 3</b> Exercises: 3-1, 3-4, 3-6, 3-10, 3-11, 3-14 Problems: 3-6A, 3-14A	Post Quiz 2
WEEK 5 Sept. 29 – Oct. 3	<b>Completing the Accounting Cycle and Classifying Accounts</b>	<b>Chapter 4</b> Exercises: 4-1, 4-2, 4-13, 4-14, 4-16, 4-17 Problems: 4-2A, 4-7A, 4-12A	Post Quiz 3
WEEK 6 Oct. 6 - 10	<b>Serial Problems/Review</b>		Post Quiz 4
WEEK 7 Oct. 13 - 17	<b>MIDTERM</b>	Chapters 1 - 4	
	<b>*Oct. 13 Thanksgiving – NO CLASSES</b>		
WEEK 7 Oct. 20 - 24	<b>Merchandising Activities</b>	<b>Chapter 5</b> Exercises: 5-1, 5-4, 5-6, 5-9, 5-14, 5-15 Problems: 5-2A, 5-4A, 5-7A	
WEEK 8 Oct. 27 - 31	<b>Merchandise Inventory &amp; Cost of Sales</b>	<b>Chapter 6</b> Exercises: 6-1, 6-2, 6-3, 6-4, 6-7, 6-9, 6-10 Problems: 6-3A, 6-9A, 6-12A	Post Quiz 5
WEEK 9 Nov. 3 - 7	<b>Accounting Information Systems</b>	<b>Chapter 7</b> Exercises: 7-1, 7-3, 7-5, 7-7, 7-9, 7-14 Problems: 7-1A, 7-3A, 7-4A	Post Quiz 6
WEEK 10 Nov. 10 - 14	<b>Internal Controls and Cash</b>	<b>Chapter 8</b> Exercises: 8-5, 8-8, 8-10, 8-11, 8-13 Problems: 8-2A, 8-4A	Post Quiz 7
	<b>*Nov. 11 Remembrance Day – NO CLASSES</b>		
WEEK 11 Nov. 17 - 21	<b>Receivables</b>	<b>Chapter 9</b> Exercises: 9-1, 9-3, 9-5, 9-7, 9-9, 9-16 Problems: 9-2A, 9-4A, 9-12A	Post Quiz 8
WEEK 12 Nov. 24 - 28	<b>Serial Problems/Review</b>		Post Quiz 9
WEEK 13 Dec. 1 - 5	<b>Complete Final Serial Problem</b>		
WEEKS 14 & 15 Dec. 8 - 17	<b>FINAL EXAM</b>	Comprehensive exam with emphasis on second half of the course.	

*Online Tutorials, Chapter Assignments and Post Quizzes are assessed online using McGraw-Hill Connect.*

*Chapter Assignments are due by midnight the day prior to the Post Quiz.*

*Post Quizzes will take place in the first 30 minutes of the first schedule class each week.*

**Authorization**

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

---

Tami Kane, Instructor

---

Gina Langager, Chairperson

Date Authorized

---

Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office