

BUS 130B – Introductory Financial Accounting I

3 credits, 16 weeks, 5 hours

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

Instructor

Greg Chandler
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Office Hours

Monday 11:00 – 11:50am
Tuesday 4:00 – 4:50pm
Wednesday 12:00 – 12:50pm; 5 – 5:50pm
Thursday 5:00 – 5:50pm

Hours of Instruction

Monday 9:00 – 9:50pm
Thursday 2:00 – 4:50pm

Required Resources

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

Access to McGraw-Hill Connect (Pin-code is available with new text)

Recommended calculator: Texas Instruments BAII Plus

Course Outcomes

Students will be able to:

- Use accounting practices 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

Quizzes	15%
Assignments	20%
Midterm Exam	30%
Final Exam	<u>35%</u>
Total	100%

A grade of C- is required for progression or transfer.

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
Good	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
Satisfactory	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
Progression	C-	1.7	60 – 63.9
Poor	D+	1.3	57 – 59.9
Minimum Pass	D	1.0	50 – 56.9
Failure	F	0.0	< 50

Proposed Schedule of Topics
Course Agenda

BUS 130 Course Agenda

Fall 2015

Week	Topic	CHAPTER ASSIGNMENTS	Quizzes
WEEK 1	Introduction to course , iLearn course management system, and assignment submission		
WEEK 2	Accounting in Business	Chapter 1 Exercises: 1-1, 1-3, 1-6, 1-7, 1-8, 1-24 Problems: 1-7A, 1-8A	
WEEK 3	Analyzing & Recording	Chapter 2 Exercises: 2-3, 2-6, 2-7, 2-8, 2-13 Problems: 2-6A, 2-8A	Post Quiz 1
WEEK 4	Adjusting Accounts for Financial Statements Transactions	Chapter 3 Exercises: 3-1, 3-4, 3-6, 3-10, 3-11, 3-14 Problems: 3-6A, 3-14A	Post Quiz 2
WEEK 5	Completing the Accounting Cycle and Classifying Accounts	Chapter 4 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	Midterm Review		Post Quiz 4
WEEK 7	MIDTERM	Chapters 1 - 4	
	*Oct. 12 Thanksgiving – NO CLASSES		
WEEK 7	Merchandising Activities	Chapter 5 Exercises: 5-1, 5-4, 5-6, 5-9, 5-14, 5-15 Problems: 5-2A, 5-4A, 5-7A	
WEEK 8	Merchandise Inventory & Cost of Sales	Chapter 6 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	Accounting Information Systems	Chapter 7 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. 11 Remembrance Day – NO CLASSES Nov. 12, 13 Reading Days – NO CLASSES		
WEEK 11	Internal Controls and Cash	Chapter 8 Exercises: 8-5, 8-8, 8-10, 8-11, 8-13 Problems: 8-2A, 8-4A	Post Quiz 7
WEEK 12	Receivables	Chapter 9 Exercises: 9-1, 9-3, 9-5, 9-7, 9-9, 9-16 Problems: 9-2A, 9-4A, 9-12A	Post Quiz 8
WEEK 13	Final Review		Post Quiz 9
WEEKS 14 & 15	FINAL EXAM	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.

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**

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.

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.

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.

Greg Chandler, Instructor

Gina Jackson, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized