

Business Administration

Fall 2013

BUS 130E – Introductory Financial Accounting I

3 Credits, 3 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: Lloyd Goethals

Office location: Online/CC205P

Phone number: 780-714-1435

lloyd.goethals@keyano.ca

Office Hours

Wednesday 5:00 – 6:30 pm

Hours of Instruction

Wednesday 6:30 - 9:30 PM CC215

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

McGrawHill Connect access required for course assignments.(pincode 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	20%
Chapter Assignments	25%
Midterm Examination	20%
Final Examination	35%

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 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.

3. 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:

- 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).

Course Agenda

Lecture	CHAP	TOPIC	Homework	Assignment	Assessment
4-Sep-13		Introduction to Course , iLearn course management system, Assignment submission			
11-Sep-13	1	ACCOUNTING in Business	QS 1	Chap 1 Ex 1-1, 1-3, 1-6, 1-7, 1-8 Problem 1-7A	Post Quiz 1
18-Sep-13	2	ANALYZING & RECORDING TRANSACTIONS	QS 2	Chap 2: EX 2-5, 2-6,2-7 Problem 2-8A	Post Quiz 2
25-Sep-13	3	ADJUSTING ACCOUNTS for Financial Statements	QS 3	Chap 3: EX 3-1,3-4, 3-6 Problem 3-6A	Post Quiz 3
2-Oct-13	4	COMPLETING THE ACCOUNTING CYCLE and Classifying Accounts	QS 4	Chap 4: EX 4-1, 4-2, 4-16. 4-17 Problem 4-2B	Post Quiz 4
9-Oct-13		Worksheet preparation and Review 1-4			
16-Oct-13		MIDTERM – 3 Hours			
23-Oct-13	5	MERCHANDISING ACTIVITIES / SALES	QS 5	Chap 5: 5-1,5-4, 5-6, 5-9 Problem 5-4A	Post Quiz 5
30-Oct-13	6	INVENTORY & COST OF Sales	QS 6	Chap 6, 6-1,6-2, 6-3, 6-4, 6-7 Problem 6-3A	Post Quiz 6
6-Nov-13	7	ACCOUNTING INFORMATION SYSTEMS	QS 7	Chap 7, 7-1, 7-3, 7-5, 7-7 Comprehensive Problem 7-1	Post Quiz 7
14-Nov-13	8	INTERNAL CONTROLS AND CASH	QS 8	Chap 8, 8-5, 8-7, 8-8, 8-10 Problem 8-4A	Post Quiz 8
20-Nov-13	9	RECIEVABLES	QS 9	Chap 9, 9-1, 9-3, 9-5, 9-7 Problem 9-2A	Post Quiz 9
26-Nov-13		Review/extra Class/ Brief Case study for Final – Work on Case REVIEW-			
4-Dec-13		Case Study for Final – Work Period			
11-Dec-13		Final Exam – Multiple Choice and Short Answer – 3 hours Deliver Case Study.			

Online Tutorials, Quick Study Homework Questions and Post Quizzes are assessed in the Online Tutorials and Quizzes category

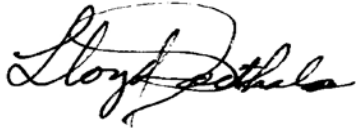
Chapter assignments (Hand-in) are assessed in Chapter assignments

Mid-Term will cover Chapters 1-4 of the text.

Final examination will be comprehensive with emphasis on the second-half of the course. There will be a take home case presentation as part of the final examination.

Authorization

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



Lloyd Goethals, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office