BUS 130E – Introductory Financial Accounting I

3 credits, 3 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, work sheets and the preparation of financial statements.

Prerequisites and/or co-requisites: Math 30/030 or 33/033 or Math 30 Applied

Instructor

Lloyd Goethals
Office location: Syncrude Technology Centre Office S113C
Phone number: 780-791-4983 or 780 714-1435(C)
lloyd.goethals@keyano.ca

Office Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>2:00 p.m. – 3:00 p.m.</td>
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<tr>
<td>Wednesday</td>
<td>10:00 a.m. – 10:50 a.m.</td>
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<tr>
<td>Thursday</td>
<td>5:00 p.m. – 6:00 p.m.</td>
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<tr>
<td>Friday</td>
<td>As arranged</td>
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Hours of Instruction

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>6:30 p.m. – 9:30 p.m.</td>
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Computer lab S105

Required Resources


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

Upon successful completion of the course, the student shall 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
Assignments ........................................ 20%
Chapter Assessments ................................. 15%
Section Assessments ................................ 30%
Final Assessment ....................................... 35%
Total ..................................................... 100%

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

This course is a prerequisite for BUS 131, and BUS 204. A grade score of C- or more is required for this purpose.
This course is an equivalent for a course required for completion of CPA programs. A grade score of C+ or more is required for this purpose.

Proposed Schedule of Topics

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Chapter</th>
<th>TOPIC</th>
<th>Assignment</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>12-Jan-17</td>
<td></td>
<td>Introduction to Course, iLearn course management system, Assignment submission</td>
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<tr>
<td>19-Jan-17</td>
<td>1</td>
<td>ACCOUNTING in Business</td>
<td>Chapter 1 Assignment in Connect</td>
<td>Post Quiz 1</td>
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<tr>
<td>26-Jan-17</td>
<td>2</td>
<td>ANALYZING &amp; RECORDING TRANSACTIONS</td>
<td>Chapter 2 Assignment in Connect</td>
<td>Post Quiz 2</td>
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<tr>
<td>2-Feb-17</td>
<td>3</td>
<td>ADJUSTING ACCOUNTS for Financial Statements</td>
<td>Chapter 3 Assignment in Connect</td>
<td>Post Quiz 3</td>
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<tr>
<td>9-Feb-17</td>
<td>4</td>
<td>COMPLETING THE ACCOUNTING CYCLE and Classifying Accounts</td>
<td>Chapter 4 Assignment in Connect</td>
<td>Post Quiz 4</td>
</tr>
<tr>
<td>16-Feb-17</td>
<td></td>
<td>Worksheet preparation and Review 1-4</td>
<td>Serial Problem</td>
<td>Section 1</td>
</tr>
<tr>
<td>23-Feb-17</td>
<td>5</td>
<td>MERCHANDISING ACTIVITIES / SALES</td>
<td>Chapter 5 Assignment in Connect</td>
<td>Post Quiz 5</td>
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<tr>
<td>2-Mar-17</td>
<td></td>
<td>READING WEEK</td>
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<tr>
<td>9-Mar-17</td>
<td>6</td>
<td>INVENTORY &amp; COST OF Sales</td>
<td>Chapter 6 Assignment in Connect</td>
<td>Post Quiz 6</td>
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<tr>
<td>16-Mar-17</td>
<td></td>
<td>Section 2 Assessment</td>
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<td>Section 2</td>
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<tr>
<td>23-Mar-17</td>
<td>8</td>
<td>INTERNAL CONTROLS AND CASH</td>
<td>Chapter 8 Assignment in Connect</td>
<td>Post Quiz 8</td>
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<tr>
<td>30-Mar-17</td>
<td>9</td>
<td>RECEIVABLES</td>
<td>Chapter 9 Assignment in Connect</td>
<td>Post Quiz 9</td>
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<tr>
<td>6-Apr-17</td>
<td>7</td>
<td>ACCOUNTING INFORMATION SYSTEMS REVIEW</td>
<td>Chapter 7 Assignment in Connect</td>
<td>Post Quiz 7</td>
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<tr>
<td>13-Apr-17</td>
<td></td>
<td>Section 3 Assessment</td>
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<td>Section 3</td>
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<tr>
<td>21-Apr-17</td>
<td></td>
<td>Final Exam – Multiple Choice and Worksheet Answer – 3 hours</td>
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Online Tutorials, Chapter Assignments and Post Quizzes are assessed online using McGraw-Hill Connect.
Performance Requirements

Student Responsibilities

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.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College 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.

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student’s learning experience. Second, attending class is a good way to keep informed of matters relating to 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 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.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.
Specialized Supports

Counselling and Accessibility 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.

Lloyd Goethals MBA, Instructor

____________________________
Business Chair Date Authorized

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Vincella Thompson, Dean Date Authorized

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