

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

*3 credits, 4 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 30-1/Math 30 Pure or Math 30-2/Math 30 Applied*

**Instructor**

Greg Chandler  
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**Office Hours**

Monday 5 – 5:30pm  
Tuesday 4:00 – 5:00pm  
Wednesday 3:00 – 5:00pm  
Thursday 4:00 – 5:30pm

**Hours of Instruction**

Tuesday 2:00 – 3:50 pm, S105  
Thursday 2:00 – 3:50 pm, S105

**Required Resources**

**Fundamental Accounting Principles Volume I**, Kermit D. Larson, & Tilly Jensen, Fifteenth Canadian Edition, ISBN 9781259087271

Access to McGraw-Hill Connect is required for the course.

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	25%
Midterm Exam	30%
Final Exam	<u>30%</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
	<b>Progression</b>	C-	60 – 63.9
Poor	D+	1.3	57 – 59.9
<b>Minimum Pass</b>	D	1.0	50 – 56.9
Failure	F	0.0	< 50

**Proposed Schedule of Topics**

<b>BUS 130 – Introductory Financial Accounting I</b>	
<b>Tentative Schedule</b>	
<b>Date</b>	
Week 1 Sep 3 – Sep 7	Chapter 1: Accounting in Business
Week 2 Sep 10 – Sep 14	Chapter 1: Accounting in Business Chapter 2: Analyzing and Recording Transactions
Week 3 Sep 17 – Sep 21	Chapter 2: Analyzing and Recording Transactions Chapter 3: Adjusting Accounts for Financial Statements
Week 4 Sep 24 – Sep 28	Chapter 3: Adjusting Accounts for Financial Statements Chapter 4: Completing the Accounting Cycle and Classifying Accounts
Week 5 Oct 1 – Oct 5	Chapter 4: Completing the Accounting Cycle and Classifying Accounts
Week 6 Oct 8 – Oct 12	Midterm Review <b>Midterm Exam</b>
Week 7 Oct 15 – Oct 19	Chapter 5: Accounting for Merchandising Activities

Week 8 Oct 22 – Oct 26	Chapter 6: Inventory Costing and Valuation
Week 9 Oct 29 – Nov 2	Chapter 6: Inventory Costing and Valuation Chapter 7: Internal Control and Cash
Week 10 Nov 5 – Nov 9	Chapter 7: Internal Control and Cash
Week 11 Nov 12 – Nov 16	Chapter 8: Receivables
Week 12 Nov 19 – Nov 23	Appendix I: Payroll Liabilities
Week 13 Nov 26 – Nov 30	Appendix II: Accounting Information System
Week 14 Dec 3 – Dec 7	Final Exam Review
Week 15 Dec 10 - 14	<b>Final Exam Week</b>

**Please Note:**

Date and time allotted to each topic is subject to change.

**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](http://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

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

**Accessibility Services (CC167)** supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934.

**Skill Centre (CC119)** provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

**Wellness Services (CC260)** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Text Anxiety. Individual appointments can be made by calling 780-791-8934.

**Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.**