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
S111C
780-715-3918
greg.chandler@keyano.ca

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


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 30%
Total 100%

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

Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
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<tbody>
<tr>
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<td>4.0</td>
<td>&gt; 93.9</td>
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<tr>
<td></td>
<td>A</td>
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<td>87 – 93.9</td>
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<tr>
<td></td>
<td>A-</td>
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<td>B-</td>
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Proposed Schedule of Topics

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

**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. 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.