

OA108 Accounting I

3 Credits, 4 hours per week

Through hands-on experience and practical examples, students will develop a sound knowledge of the principles of accounting. Business simulations and business problems provide the students with the reinforcement necessary to fully understand and maintain the accounting records of a service business and a merchandising business.

Prerequisites – None

Instructor

Instructor: Amani Edwards
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Office Hours

Monday	12:00 p.m.	to	12:50 p.m.
Tuesday	12:30 p.m.	to	1:20 p.m.
Wednesday	11:30 a.m.	to	12:20 p.m.
Thursday	12:00 p.m.	to	12:50 p.m.
Friday	12:00 p.m.	to	12:50 p.m.

Hours of Instruction

Tuesday	10:00 a.m. – 11:50 a.m. (S107)
Thursday	10:00 a.m. – 11:50 a.m. (S107)

Required Resources

College Accounting: A Practical Approach: Thirteenth Canadian Edition, Salter, J.; Good, D., ISBN-13: 9780134166698; includes MyAccountingLab access

Calculator, Ruler, Pencil, Eraser, Paper/Binder

Course Outcomes

The student will be able to:

1. Examine accounting practices and demonstrate a knowledge of accounting systems and procedures.
2. Interpret and analyze business transactions in order to record entries to the Journal, post to the Ledger and complete a Trial Balance.
3. Utilize the Worksheet to record adjusting entries, create an Adjusted Trial Balance, and Financial Statements.
4. Understand and demonstrate the use of special journals.
5. Examine and apply banking procedures and control of cash.
6. Identify and demonstrate payroll procedures.
7. Define and demonstrate the use of common business terms related to accounting.

Evaluation

<i>Homework/Assignments</i>	35%
<i>In Class Participation</i>	5%
<i>Quizzes/Tests</i>	35%
<i>Final Exam</i>	25%
TOTAL	100%

Grading System

The minimum standard for progression is C- (60%);

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 98.9
	A	4.0	95 – 98.9
	A-	3.7	90 – 94.9
Good	B+	3.3	85 – 89.9
	B	3.0	80 – 84.9
	B-	2.7	75 – 79.9
Satisfactory	C+	2.3	70 – 74.9
	C	2.0	65 – 69.9
Progression	C-	1.7	60 – 64.9
Poor	D+	1.3	55 – 59.9
Min Pass	D	1.0	50 – 54.9
Failure	F	0.0	< 50

Proposed Schedule of Topics

Please Note:

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

	Tuesday	Thursday
Sept 4 & Sept 6 Week 1	Orientation	Introduction to Course - Outline, Expectations, Moodle
Sept 11 & Sept 13 Week 2	Chapter 1 - Accounting Concepts and Procedures	Chapter 1 In class Chapter 1 Homework
Sept 18 & Sept 20 Week 3	Chapter 1 Assignment Ch 1 Practical Test Ch 1 Theory Quiz	Chapter 2 - Transaction Analysis/ Debit Credit Theory Chapter 2 In class
Sept 25 & Sept 27 Week 4	Chapter 2 Homework Chapter 2 Assignment	Chapter 2 Practical Test Chapter 2 Theory Quiz
Oct 2 & Oct 4 Week 5	Chapter 3 - Beginning the Accounting Cycle Chapter 3 In class	Chapter 3 Homework Chapter 3 Assignment
Oct 9 & Oct 11 Week 6	Chapter 3 Practical Test Chapter 3 Theory Quiz	Chapter 4 - Accounting Cycle Continued
Oct 16 & Oct 18 Week 7	Chapter 4 In class Chapter 4 Homework	Chapter 4 Assignment Chapter 4 Practical Test Chapter 4 Theory Quiz
Oct 23 & Oct 25 Week 8	Chapter 5 - Completing the Accounting Cycle Chapter 5 In class	Chapter 5 Homework Chapter 5 Assignment
Oct 30 & Nov 1 Week 9	Chapter 5 Practical Test Chapter 5 Theory Quiz	Chapter 6 - Special Journals 1 Chapter 6 In class Chapter 6 Homework
Nov 6 & Nov 8 Week 10	Chapter 6 Assignment Chapter 6 Practical Test Chapter 6 Theory Quiz	Reading Day – No Class
Nov 13 & Nov 15 Week 11	Chapter 7 - Special Journals 2 Chapter 7 In class Chapter 7 Homework	Chapter 7 Assignment Chapter 7 Practical Test Chapter 7 Theory Quiz
Nov 20 & Nov 22 Week 12	Chapter 8 - Banking Procedures and Cash Control Chapter 8 In class Chapter 8 Homework	Chapter 8 Assignment Chapter 8 Practical Test Chapter 8 Theory Quiz
Nov 27 & Nov 29 Week 13	Chapter 9 - Payroll Procedures Chapter 9 In class Chapter 9 Homework	Chapter 9 Assignment Chapter 9 Practical Test Chapter 9 Theory Quiz
Dec 4 & Dec 6 Week 14	Final Exam Review	Final Exam Review
Dec 10 - 18 Week 15	Final Exam Period	

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 students' 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.

Assignments

All assignments must be retained in electronic format in students' files. Both Moodle and MyAccountingLab are required components of the course, as all due dates and grades will be posted there. Please pay careful attention to the information above regarding Academic Misconduct for behaviour such as cheating and plagiarism. The penalty for such behaviour is a zero on the assignment and no opportunity to resubmit it.

Assignments must be handed in on the due date at the beginning of class. If being submitted on Moodle or MyAccountingLab, assignments must be submitted by the due date posted. Late assignments will receive a mark of zero (unless there are documented extenuating circumstances such as illness). Technology issues **are not** considered valid grounds for late assignments. In-class assignments must be completed in class on the assigned date.

Assessments

All assessment dates will be posted on Moodle and are subject to change. Assessments must be completed when scheduled. Make-up assessments will not be given unless there are documented extenuating circumstances. Students are expected to notify their instructor if they are unable to attend class.

The final examination will be a maximum of three hours in length and scheduled during the final exam period. All final examinations must be written on the specified examination date, or the conditions listed in the Keyano College Calendar under "Deferred Final Examination" will apply. Students with accommodations must inform the instructor and the Skill Centre of any necessary arrangements **at least three weeks in advance** of the final exam date.