OA108 Accounting I
3 Credits, 16 Weeks, 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: Joanne Hlina
Office: S 111F
Phone: 780-791-8958
joanne.hlina@keyano.ca

Office Hours
Monday 2:00 p.m. to 3:00 p.m.
Tuesday 1:00 p.m. to 2:00 p.m.
Wednesday 11:00 a.m. to 12:00 p.m.
Friday 9:00 a.m. to 11:00 a.m.

Hours of Instruction
OA 108 A
   Wednesday 1:00 p.m. to 2:50 p.m. Room CC283
   Friday 11:00 a.m. to 12:50 p.m. Room CC283

OA 108 B
   Monday 11:00 a.m. to 12:50 p.m. Room S107
   Wednesday 8:00 a.m. to 9:50 a.m. Room S107

Required Resources

Simulation package - TBD

Calculator (cell phones are not permitted)
Course Outcomes

The student will be able to
1. Display an understanding of the importance of maintaining adequate accounting records in business and personal affairs.
2. Demonstrate a basic knowledge of accounting systems and procedures.
3. Develop a foundation for more advanced work in accounting.
4. Practice traits of neatness and accuracy necessary in maintaining accounting records.
5. Define and demonstrate the use of common business terms related to accounting.
6. Interpret and analyze accounting records of a small business.

Evaluation

Assignments  15%
Workbook/Participation  10%
Quizzes   20%
Midterm   20%
Project    10%
Final Exam    25%
Total                                  100%

Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
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<td>&gt; 98.9</td>
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<td>95 – 98.9</td>
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<td>A-</td>
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<td>90 – 94.9</td>
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<tr>
<td>Good</td>
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<td>3.3</td>
<td>85 – 89.9</td>
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<td>3.0</td>
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<td>B-</td>
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<td>75 – 79.9</td>
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<td>Satisfactory</td>
<td>C+</td>
<td>2.3</td>
<td>70 – 74.9</td>
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<td>Progression</td>
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<td></td>
<td>C-</td>
<td>1.7</td>
<td>60 – 64.9</td>
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<tr>
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<td>Min Pass</td>
<td>D</td>
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<tr>
<td>Failure</td>
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There is a required minimum of 60% to pass this course.
Performance Requirements

1. **Cellular Phones**
   All cellular phones are to be turned off or set on silent mode prior to the beginning of class time.

2. **Student Attendance**
   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 that may be due.

3. **Academic Misconduct (page 37-38 of the 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
   - 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

   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 (page 47 of the Credit Calendar)**
   The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, immediately 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).

**Due Dates**

Late assignments will be penalized 10% per day. No late assignments will be accepted once the instructor has marked and returned the assignment in question (unless there are extenuating circumstances such as illness or death in the family).

**Assignments**

All assignments must be submitted in hard copy unless otherwise instructed. Participation on Moodle is a required component of the course. Please pay careful attention to the information on Academic Misconduct and Discipline for behaviour such as cheating and plagiarism. The penalty for such behaviour is a zero on the assignment and no opportunity to resubmit the assignment.
Important Dates to Remember

Sept 2       College Closed (Labour Day)
Sept 3       Orientation Day
Sept 4       Fall Semester begins
Sept 10      Last day to add for academic programs; Fall semester fees due
Sept 11      Fall late fee applied
Sept 17      Last day to drop for academic programs; Last day to waive Health and Dental
Sept 20      Fall Awards application deadline
Sept 27      Deadline to Apply for Cooperative Education
Oct 11       Last day to withdraw with a 50% refund
Oct 14       College Closed (Thanksgiving Day)
Oct 25       Last day to withdraw without academic penalty
Oct 30       Last day to withdraw from Cooperative Education
Nov 11       No Classes (Remembrance Day)
Dec 3        Fall Awards Celebration
Dec 6        Last day of classes for academics
Dec 9-18     Final Exam period for academics
Dec 20       Final Grades submitted for fall semester
Dec 25-31    College Closed (Christmas Break)
Jan 1        College Closed (New Year’s Day)
Jan 6        Winter Semester begins for academic programs

Proposed Schedule

Class Schedule: See the class schedule, topics, and readings as attached.

Please Note:
This course outline may be modified to facilitate unforeseen time constraints.
Date and time allotted to each topic is subject to change.
## Proposed Agenda*

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<tr>
<th>Date</th>
<th>Week</th>
<th>Unit</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>9-Sep</td>
<td>2</td>
<td>1</td>
<td><strong>Introduction</strong></td>
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<tr>
<td>16-Sep</td>
<td>3</td>
<td>2-3</td>
<td><strong>Balance Sheet</strong></td>
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<tr>
<td>23-Sep</td>
<td>4</td>
<td>4-5</td>
<td><strong>Transactions &amp; T-Accounts</strong></td>
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<tr>
<td>30-Sep</td>
<td>5</td>
<td>6-8</td>
<td><strong>Income Statement/Revenues &amp; Expenses</strong></td>
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<tr>
<td>7-Oct</td>
<td>6</td>
<td>9-10</td>
<td><strong>Journal/Posting/General Ledger</strong></td>
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<tr>
<td>14-Oct</td>
<td>7</td>
<td>11-13</td>
<td><strong>Worksheet/Financial Statements</strong></td>
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<tr>
<td>21-Oct</td>
<td>8</td>
<td>14-16</td>
<td><strong>Adjustments/Closing Entries</strong></td>
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<td><strong>Midterm: Units 1-13</strong></td>
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<tr>
<td>28-Oct</td>
<td>9</td>
<td>17-18</td>
<td><strong>Retail/Sales/GST/Credit Cards</strong></td>
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<tr>
<td>4-Nov</td>
<td>10</td>
<td>19-22</td>
<td><strong>Subsidiary Ledgers</strong></td>
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<td>11-Nov</td>
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<td>23-24</td>
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<tr>
<td>18-Nov</td>
<td>12</td>
<td>25-27</td>
<td><strong>Cash Control</strong></td>
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<td>25-Nov</td>
<td>13</td>
<td>28-29</td>
<td><strong>Financial Statements</strong></td>
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<td>2-Dec</td>
<td>14</td>
<td>30-31</td>
<td><strong>Payroll</strong></td>
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<td><strong>Review</strong></td>
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<td><strong>Project</strong></td>
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<td><strong>Final Exam</strong></td>
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*Subject to change