Course Outline

Aboriginal Entrepreneurship Program
Winter, 2018

ABEN 115 Small Business Accounting & Bookkeeping
5 Credits, 75 hours

Development of numeracy skills through an introduction to accounting basics and related standardized software packages. Set up a small business accounting system. Development organizational skills and maintain information and data.

Prerequisites and/or co-requisites ABEN 100 or consent of the Program

Instructor

Tami Kane
Cell: 587-229-2111
tami.kane@keyano.ca

Office Hours
Office hours are flexible. Contact your instructor to book online or telephone meeting.

Online Delivery: iLearn.Keyano.ca

Required Resources

Textbook titles:


Other supplies: Computer, internet access and calculator. A headset with microphone is recommended for online meetings.

Course Outcomes

Upon successful completion of the course, the student shall be able to:

• Use the language of accounting and understand the purpose of effective bookkeeping for their new business venture
• Demonstrate an understanding of the recording process for accounting information through the use of the accounting equation, journals, special journals, ledgers, worksheets, and the preparation of financial statements
• Account for basic payroll transactions
• Establish a small business accounting system.
Evaluation

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>5%</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>20%</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>25%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>24%</td>
</tr>
<tr>
<td>Knowledge Check &amp; Audits</td>
<td>16%</td>
</tr>
<tr>
<td>Online Activities</td>
<td>10%</td>
</tr>
</tbody>
</table>

The minimum pre-requisite for progression is 1.7 (refer to Grading System on following page)

Grading System

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>4.0 Scale</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Excellent</td>
<td>4.0</td>
<td>96 – 100</td>
</tr>
<tr>
<td></td>
<td>4.0</td>
<td>90 – 95</td>
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<tr>
<td></td>
<td>3.7</td>
<td>85 – 89</td>
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<tr>
<td>Good</td>
<td>3.3</td>
<td>81 – 84</td>
</tr>
<tr>
<td></td>
<td>3.0</td>
<td>77 – 80</td>
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<tr>
<td></td>
<td>2.7</td>
<td>73 – 76</td>
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<tr>
<td>Satisfactory</td>
<td>2.3</td>
<td>69 – 72</td>
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<tr>
<td>Minimum Prerequisite</td>
<td>2.0</td>
<td>65 – 68</td>
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<tr>
<td>Minimum Pass</td>
<td>1.7</td>
<td>60 – 64</td>
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<tr>
<td>Poor</td>
<td>1.3</td>
<td>55 – 59</td>
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<tr>
<td>Minimum Pass</td>
<td>1.0</td>
<td>50 – 54</td>
</tr>
<tr>
<td>Failure</td>
<td>0.0</td>
<td>0 – 49</td>
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Proposed Schedule of Topics

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Topic</th>
<th>Graded Items</th>
</tr>
</thead>
</table>
| Jan. 29 – Feb. 4 | Chapter 1 - Evaluating Transactions  
Chapter 2 - The Accounting Cycle | Online Activity  
Knowledge Check B Chapter 1 & 2  
Quiz – Chapter 1& 2 |
| Week 2  | Chapter 3 - Journal Entries and T-Accounts  
Chapter 4 - Adjusting Entries | Online Activity  
Knowledge Check B Chapter 3 & 4  
Quiz – Chapter 3 & 4 |
| Feb. 5 - 11 | Chapter 5 Financial Statement & Closing Entries | Online Activity  
Knowledge Check B Chapter 5  
Quiz – Chapter 5  
Assignment 1 (5%) |
| Week 3  | Chapter 6 Internal Controls & Chapter 7  
Financial Statements | Online Activity  
Knowledge Check B Chapter 6 & 7  
Quiz – Chapters 6, & 7  
Assignment 2 (20%) |
| Feb. 12 - 18 | Computerized Accounting  
Lesson 1 Introduction  
Lesson 2 Inventory & Services  
Lesson 3 Accounts Payable | Online ActivityLesson 1 Audit  
Lesson 2 Audit  
Lesson 3 Audit  
Introduction to Assignment 3 |
| Week 4  | Computerized Accounting  
Lesson 4 Accounts Receivable  
Lesson 5 Payroll  
Lesson 6 Reporting, Miscellaneous and  
Period End Procedures | Online Activity  
Lesson Audit 4  
Lesson 5 Audit  
Lesson 6 Audit  
Assignment 3 (25%) |
| Feb. 19 - 25 |                                             |                                                 |

Please Note:
Date and time allotted to each topic is subject to change.

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.

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.

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.