

**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](mailto: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:**

Eric Weinstein. (2014). *Accounting Basics: An Introduction for Non-Accounting Majors*. USA: Labyrinth Learning. ISBN-13: 978-1-59136-692-8.

George Tribes. (2015) *Sage 50 Premium Accounting 2016 Level 1 Courseware 1681-1, MasterTrak Accounting Series*. CCI Learning Solutions Inc. 978-1-55332-485-0.

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**

<b>Evaluation</b>		<b>Value</b>
Assignment #1	Simulation Part 1	5%
Assignment #2	Simulation Part 2	20%
Assignment #3	Computerized Simulation	25%
Quizzes	Six chapter quizzes (4% each)	24%
Knowledge Check & Audits	Knowledge Checks(5) and Audits(3)	16%
Online Activities	Web Meetings, Forums, Wikis, Glossary	10%

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

**Grading System**

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

**Proposed Schedule of Topics**

	<b>Topic</b>	<b>Graded Items</b>
<b>Week 1</b> Jan. 29 – Feb. 4	<b>Chapter 1 - Evaluating Transactions</b> <b>Chapter 2 - The Accounting Cycle</b>	Online Activity Knowledge Check B Chapter 1 & 2 Quiz – Chapter 1 & 2
<b>Week 2</b> Feb. 5 - 11	<b>Chapter 3 - Journal Entries and T-Accounts</b> <b>Chapter 4 - Adjusting Entries</b>	Online Activity Knowledge Check B Chapter 3 & 4 Quiz – Chapter 3 & 4
<b>Week 3</b> Feb. 12 - 18	<b>Chapter 5 Financial Statement &amp; Closing Entries</b>	Online Activity Knowledge Check B Chapter 5 Quiz – Chapter 5 Assignment 1 (5%)
<b>Week 4</b> Feb. 19 - 25	<b>Chapter 6 Internal Controls &amp; Chapter 7 Financial Statements</b>	Online Activity Knowledge Check B Chapter 6 & 7 Quiz – Chapters 6, & 7 Assignment 2 (20%)
<b>Week 5</b> Feb. 26 – Mar. 4	<b>Computerized Accounting</b> Lesson 1 Introduction Lesson 2 Inventory & Services Lesson 3 Accounts Payable	Online Activity Lesson 1 Audit Lesson 2 Audit Lesson 3 Audit Introduction to Assignment 3
<b>Week 6</b> March 5 - 11	<b>Computerized Accounting</b> 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%)

**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](http://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.