BUS 131E, Introductory Financial Accounting II  
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
Coert Erasmus  
S111A  
780.791.8919  
Coert.erasmus@keyano.ca

Office Hours
Tuesday: 1:00 pm – 3:00 pm  
Wednesday: 3:00 pm – 4:00 pm  
Thursday: 1:00 pm – 3:00 pm

Hours of Instruction
Tuesday: 7:00 pm – 8:50 pm, S107  
Thursday: 7:00 pm – 8:50 pm, S107

Required Resources

Other supplies
- McGraw-Hill Connect (Please confirm that your textbook includes this access code)  
- Non-programmable calculator (Texas BA II Plus OR Scientific Calculator – Casio/Sharp)
Course Outcomes

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

- Report and analyze cash flows
  - Operating, investing and financing activities
  - Operating cash flow, direct & indirect method
- Analyze financial statements using financial ratios
- Account for Fixed Assets, considering:
  - PPE
  - asset disposal
  - intangible assets
  - depreciation and amortization
- Determine current liabilities, considering:
  - known liabilities (AP, Payroll, Taxes)
  - estimated liabilities (Loyalty programs, Warranties, Taxes)
- Prepare financial statements for partnerships
- Prepare financial statements for corporations
  - Calculating EPS, Profit and Retained Earnings
  - Illustrating knowledge of share splits and stock dividends
- Price and account for Bonds & Long-term notes
- Post journal entries, prepare trial balances & financial statements
- 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

Evaluation

Assignments & Homework 15%
Quizzes and in-class activities* 15%
Midterm Exam(s) 35%
Final Exam 35%
Total 100%

*In this assessment category, only students who fulfil the following criteria can obtain full or partial credit. Students must be:
  - present in the class during the time of the quiz or activity;
  - contribute in an active and significant way to ongoing class discussions; and
  - prepared, demonstrating that they can relate concepts to book chapters, readings and cases.
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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</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>&gt; 93.9</td>
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<tr>
<td></td>
<td>A</td>
<td>4.0</td>
<td>87 – 93.9</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
<td>80 – 86.9</td>
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<td></td>
<td>B+</td>
<td>3.3</td>
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<tr>
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<td>B-</td>
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<tr>
<td></td>
<td>C+</td>
<td>2.3</td>
<td>67 – 69.9</td>
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<tr>
<td>Satisfactory</td>
<td>C</td>
<td>2.0</td>
<td>64 – 66.9</td>
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<td>Progression</td>
<td>C-</td>
<td>1.7</td>
<td>60 – 63.9</td>
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<tr>
<td>Poor</td>
<td>D+</td>
<td>1.3</td>
<td>57 – 59.9</td>
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<td>Minimum Pass</td>
<td>D</td>
<td>1.0</td>
<td>50 – 56.9</td>
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<td>Failure</td>
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<td>0.0</td>
<td>&lt; 50</td>
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### Proposed Schedule of Topics

**BUS 131E – Introductory Financial Accounting II**

<table>
<thead>
<tr>
<th>Date</th>
<th>Tuesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>Jan 6 – Jan 10</td>
<td>Chapter 9: Property, Plant, and Equipment and Intangibles</td>
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<tr>
<td><strong>Week 2</strong></td>
<td>Jan 13 – Jan 17</td>
<td>Quiz 1: Chapter 9</td>
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<tr>
<td><strong>Week 3</strong></td>
<td>Jan 20 – Jan 24</td>
<td>Chapter 10: Current Liabilities</td>
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<tr>
<td><strong>Week 4</strong></td>
<td>Jan 27 – Jan 31</td>
<td>Chapter 11: Partnerships</td>
</tr>
<tr>
<td><strong>Week 5</strong></td>
<td>Feb 3 – Feb 7</td>
<td>Chapter 12: Organization and Operation of Corporations</td>
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<td><strong>Week 6</strong></td>
<td>Feb 10 – Feb 14</td>
<td>Mid-term Exam 1</td>
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<td><strong>Week 7</strong></td>
<td>Feb 17 – Feb 21</td>
<td>Reading Day, no class</td>
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<tr>
<td><strong>Week 8</strong></td>
<td>Feb 24 – Feb 28</td>
<td>Quiz 3: Chapter 12: Corporate Reporting: Profit, EPS, and Retained Earnings</td>
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<tr>
<td><strong>Week 9</strong></td>
<td>Mar 2 – Mar 6</td>
<td>Chapter 13: Corporate Reporting: Profit, EPS, and Retained Earnings</td>
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<td><strong>Week 10</strong></td>
<td>Mar 9 – Mar 13</td>
<td>Quiz 4: Chapter 13: Bonds and Long-Term Notes Payable</td>
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<td><strong>Week 11</strong></td>
<td>Mar 16 – Mar 20</td>
<td>Chapter 14: Accounting for Debt and Share Investments</td>
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<td><strong>Week 12</strong></td>
<td>Mar 23 – Mar 27</td>
<td>Mid-term Exam 2</td>
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<tr>
<td><strong>Week 13</strong></td>
<td>Mar 30 – Apr 3</td>
<td>Chapter 16: Reporting and Analyzing Cash Flows</td>
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<tr>
<td><strong>Week 14</strong></td>
<td>Apr 6 – Apr 9</td>
<td>Quiz 6: Chapter 16: Analyzing Financial Statements</td>
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<td></td>
<td>Appendix I: Payroll Liabilities</td>
<td>Final Exam Review</td>
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**Final Exams**

**Please Note:**
Date and time allotted to each topic is subject to change.
Should you miss a midterm exam, your deferred midterm exam will be on Chapters 9 to 17 at the end of the semester.
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, Wellness Services and Student Life Department 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 8:30 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 Test Anxiety. Individual appointments can be made by calling 780-791-8934.

**Student Life Department (CC210)** is a place for students to go when they don't know who else can answer their questions. The staff will help students navigate barriers to success and if they don’t know the answer, they will find it out. Student success is directly affected by how connected a student feels to their college. The student life department is there to help students get connected.

Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.