

## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Spring 2023

#### BA1110 A4: Introduction to Accounting – 3 (3-0-1) UT 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Jesse Presakarchuk

**PHONE:** n/a

**OFFICE:** n/a

**E-MAIL:** JPresakarchuk@nwpolytech.ca

**OFFICE HOURS:** By appointment

#### CALENDAR DESCRIPTION:

This course provides an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

#### PREREQUISITE(S):

60% in Math 20-1 or 20-2, or 50% in Math 30-1 or Math 30-2

#### REQUIRED TEXT/RESOURCE MATERIALS:

##### Textbook:

Larson, K. D., Dieckmann, H., & Harris, J. (2022). *Fundamental accounting principles* (17th ce, Vol. 1). Mississauga, ON: McGraw-Hill Ryerson Limited. (ISBN: 9781265164270)

This text includes an access code for Connect. Both the text and Connect will be used extensively. Students must have an access code to register for Connect. Students have the option of purchasing the print text or eBook.

Students must have a Connect access code to gain access to online resources and assessments. It is the student's choice if they purchase a new print text with a Connect access code, or an e-book with a Connect access code. If you have purchased a used textbook, you will have to purchase a Connect access code separately. *Note: the time zone in Connect must be set to Canada/Mountain time for the duration of course.*

**Financial calculator:**

- Texas Instruments BA II Plus, or
- Sharp EL-738

Calculators and pre-approved translation devices are the only electronic devices allowed during quizzes, tests or the final exam. Cell phone calculators may not be used in examinations.

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

**DELIVERY MODE:**

On-campus (face-to-face) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

**COURSE OBJECTIVES:**

The following objectives will be covered in this course:

- Analyzing and recording transactions
- Adjusting accounts for financial statements
- Completing the accounting cycle and classifying accounts
- Accounting for merchandising activities
- Costing and valuation of inventory
- Implementing internal controls
- Accounting for receivables
- Accounting for property, plant and equipment and intangibles

**LEARNING OUTCOMES:**

Upon completion of this course the student will be able to:

- Describe the various forms of business organization.
- Identify and apply basic generally accepted accounting principles.
- Analyze transactions, journalize and post entries to a ledger.
- Prepare and explain the use of a trial balance.
- Prepare adjusting entries for prepaid expenses, depreciation, unearned revenues, accrued expenses, and accrued revenues.
- Describe and prepare a worksheet and explain its usefulness.
- Prepare financial statements from an adjusted trial balance.
- Prepare and post-closing entries and a post-closing trial balance.
- Analyze and record transactions for a merchandising company.
- Compute ending inventory and cost of goods sold for the perpetual inventory system.
- Apply the gross profit method to estimate inventory.
- Prepare a bank reconciliation and journalize resulting adjustments.
- Record petty cash transactions.
- Apply the allowance method to account for uncollectible accounts receivable.
- Prepare entries for short-term notes receivable and compute interest.
- Calculate and account for depreciation and amortization.
- Account for the purchase and disposition of property, plant and equipment and intangibles.

## TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

\*\* Please note that, in many cases, BA1110 and BA1120 together are required for transferability. Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## EVALUATIONS:

Assignments	15%
Quizzes	10%
Term Test 1	20%
Term Test 2	20%
Final Exam*	35%
Total	<u>100%</u>

\* To receive credit for BA1110, you **must achieve 50% on the final examination**, and a course composite grade of at least a “D” (50%).

Final grades are based on academic performance throughout the semester. There are no test re-writes, deadline extensions, or bonus assignments available to improve your grade. It is important to complete all assessments as scheduled and to the best of your abilities.

## ASSIGNMENTS, QUIZZES, TESTS AND EXAM POLICIES:

- Connect practice assignments will be *automatically submitted* on the due date in Connect. Late assignments will not be accepted and missed assignments will receive a grade of zero. No extensions or re-writes will be granted.
- Quizzes will be conducted as the course progresses. Students will be given advanced notice of quiz dates. Unexcused absences during a quiz will be assigned a grade of zero. Re-writes or extra work will not be granted for missed quizzes or unsuccessful attempts.
- Term tests are tentatively scheduled for **June 8, 2023** and **July 13, 2023** during scheduled lecture. Do not plan activities or trips during this period.
  - Unexcused absences during a quiz or term test will be assigned a grade of zero. No rewrites will be granted for missed or unsuccessful attempts.
  - For excused absences, the weighting of a term test may be transferred to the final exam at the instructor’s discretion. Students with absences in excess of 6 classes will be refused the ability to move any test weightings to the final exam.
- Final exams will be written as scheduled by the Registrar’s Office during the exam period from August 3-11, 2023. Do not plan activities or trips during this period. Re-writes for the final exam will *not* be granted, and any unexcused absences will be assigned a grade of zero.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Beginning	Topic	Chapter
Week 1: May 1	Introduction to Accounting	1
Week 2: May 8	Analyzing and Recording Transactions	2
Week 3: May 15	Adjusting Accounts for Financial Statements	3
Week 4: May 22	Adjusting Accounts for Financial Statements	3
Week 5: May 29	Completing the Accounting Cycle	4
Week 6: June 5	<b>Term Test 1</b>	<b>1 to 4</b>
Week 7: June 12	Accounting for Merchandising Activities	5
Week 8: June 19	Inventory Costing and Valuation	6
Week 9: June 26	Internal Control and Cash	7
Week 9: July 3	Internal Control and Cash	7
Week 11: July 10	<b>Term Test 2</b>	<b>5 to 7</b>
Week 12: July 17	Receivables	8
Week 13: July 24	Property, Plant and Equipment and Intangibles	9
Week 14: July 31	Review	
August 3-11	<b>Comprehensive Final Exam</b>	1 to 9

## STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see <https://www.nwpolytech.ca/about/administration/policies/> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

## Attendance:

There is a strong correlation between regular attendance and overall course performance. Students are encouraged to attend all scheduled classes. If you miss a class, it is your responsibility to learn the material on your own.

**Professional Behavior:**

Students are expected to conduct themselves in a professional manner. This includes, but not limited to, interacting with others appropriately and respectfully; refraining from texting or chatting during class; arriving to class prepared and on time; and remaining for the duration of the activities. Students may be asked to leave if the behavior becomes disruptive.

**Cell Phones:**

The use of cell phones during class time is unprofessional and distracting to the instructor as well as fellow students. Cell phones must be turned off or set to silent and placed out of sight during class time.

**Recording:**

Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed, or displayed in any public manner.

**Time Management:**

The expectation for this course is that students read the material and attempt the Quick Study questions prior to class. Reading and attempting the exercises in advance is an excellent way to prepare for classroom activities. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so students are encouraged to plan their schedule accordingly. It is difficult for students to catch up once they fall behind schedule.

**Email**

Students may contact the instructor by NWP Webmail. Webmail will be answered within one business day outside of stated office hours. Webmail correspondence must be sent to your instructor from your NWP Webmail account. Webmail should be professionally formatted with correct spelling and grammar. Webmail must include a subject line and reference to the course code and material(s) and/or textbook pages, etc.

**Copyright**

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See <https://www.nwpolytech.ca/about/administration/policies/index.html> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71> .

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.