



## DEPARTMENT Business & Office Administration

### COURSE OUTLINE – Fall 2023

#### BA1110 (EC): 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:** Nicholas Whalen, CPA, MPAcc      **PHONE:** (780) 539-5947  
**OFFICE:** C310      **E-MAIL:** [nwhalen@nwpolytech.ca](mailto:nwhalen@nwpolytech.ca)  
**OFFICE HOURS:** Monday 1:00 PM – 2:30 PM and Thursday 11:30 am – 1:00 pm or by appointment

#### CALENDAR DESCRIPTION:

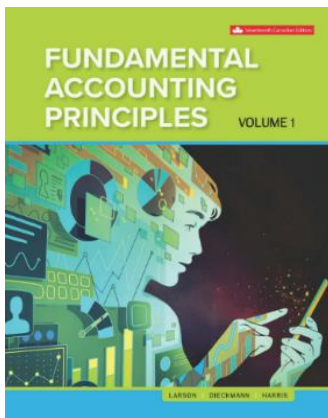
This course provides an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

#### PREREQUISITE(S):

Math 20-1 or Math 20-2 with 60% or Math 30-1 or Math 30-2 with 50%.

#### REQUIRED TEXT/RESOURCE MATERIALS:

- PRINT TEXT/E-BOOK + CONNECT**  
Larson, K. Dieckmann, H., Harris. J.; **Fundamental Accounting Principles, Volume 1**, Seventeenth Canadian Edition, McGraw-Hill, 2022. ISBN10: 1-26-088132-6 | ISBN13: 978-1-26-088132-5.



This ISBN includes the *Connect* online learning system. The Connect online learning system is a requirement for this course. McGraw-Hill Connect™ is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, and with the important concepts that they used book, you will have to purchase an access code separately. Instructions to do this are available in the Registration Module. **There will be an additional fee (\$17.50 US) per semester for the proctoring software.**

## 2. FINANCIAL CALCULATOR

Students will require a financial calculator. Students may use only approved calculators for examinations. Cell phones and programmable calculators may not be used in testing or examinations. Approved financial calculators include:

- a. Sharp (EL-738) (used in BA1050),
- b. Texas Instruments (BA II Plus), or
- c. Hewlett-Packard (HP-10B II)

## 3. DEVICE, SOFTWARE & NETWORK REQUIREMENTS

A device must meet or exceed the following specifications, including the following software apps and internet capacity to participate in online course content: see NWP requirements at <https://www.nwpolytech.ca/doc.php?d=TECHREQ> and Connect requirements at <https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd>

### **DELIVERY MODE: Asynchronous**

This is a paced online self-study course. You will work through the course content in the order presented, completing all textbook readings, chapter exercises, quizzes, and assignments before progressing to the next week. Please adhere to the tentative weekly schedule.

The course is delivered entirely online using NWP MyClass software and Connect. The exercises, assignments, and quizzes have specific due dates to keep you on track, so you will finish the 15-week course on time. You may complete some of these evaluations before their due dates, with the exception of the tests.

It is highly recommended that you take advantage of all the material on the MyClass course and Connect website. Access to Connect comes with the purchase of your textbook. Important information, announcements, and grades are posted on the NWP MyClass course site. Grades for exercises, assignments, and tests are also posted to the NWP MyClass gradebook. Please check your MyNWP account for your final letter grade after the completion of the course.

### **LEARNING OUTCOMES:**

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

- Describe the various forms of business organizations.
- 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 systems.
- 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>.

\*\* 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.** Note that, in many cases, BA1110 and BA1120 together are required for transferability.

### EVALUATIONS:

Connect Assignments ( <i>9 assignments, 2 attempts each</i> )	15%
Quizzes ( <i>2 quizzes at 5% each</i> )	10%
Term Test I ( <i>Chapter 1-4</i> )	20%
Term Test II ( <i>Chapter 5-7</i> )	20%
Final Exam* ( <i>All chapters covered</i> )	<u>35%</u>
Total	100%

\*In order to receive credit for BA 1110, you **must achieve 50 percent on the final examination**, and a course composite grade of at least D (50%).

### 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	95-100		C+	2.3	67-69
A	4.0	85-94		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:

The schedule is tentative and may vary slightly at the discretion of the instructor.

<b>Week</b>	<b>Topic</b>	<b>Chapter</b>
Week 1	Introduction to Accounting	1
Week 2	Analyzing and Recording Transactions	2
Week 3 & 4	Adjusting Accounts for Financial Statements	3
Week 5	Completing the Accounting Cycle	4
<b>Week 6</b>	<b>Term Test 1</b>	<b>1 to 4</b>
Week 7	Accounting for Merchandising Activities	5
Week 8 & 9	Inventory Costing and Valuation	6
Week 10	Internal Control and Cash	7
<b>Week 11</b>	<b>Term Test 2</b>	<b>5 to 7</b>
Week 12	<i>Fall Break – No Classes</i>	
Week 13	Receivables	8
Week 14 & 15	Property, Plant and Equipment and Intangibles	9
<b>Exam Period</b>	<b>Comprehensive Final Exam</b>	<b>1 to 9</b>

## STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of the Polytechnic. As students, rights apply to the Polytechnic in terms of what students are expected to know, expect and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at NWP. There are no exceptions to this policy. 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/>.

### Participation

The expectation for this course is that students read the material and attempt the quick studies and exercises prior to class. Reading and attempting the exercises we will cover in class is an excellent way to prepare for classroom activities. Your focus should be on recording journal entries and preparing financial statements. Note that you will not learn accounting by simply reading and looking over solutions.

### Time Management

The expectation for this course is that students read/review the course material before class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. See Course Schedule/Tentative Timeline section above. The NWP Study Skills Hub will help you develop the skills you need to succeed in your program. Click on the following link for free access: <https://libguides.nwpolytech.ca/learningportal/studyskills>

### Webmail

Students may contact the instructor by webmail. Webmail will be answered within two business days 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.

## **STATEMENT ON ACADEMIC MISCONDUCT:**

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

## **ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:**

- Assignments will be located on the Connect Online Learning System. Assignments must be submitted by the due date. You will have two attempts on all assignments. Connect will automatically submit your assignments and practice exercises on the due date. Late assignments will not be accepted. No extensions or re-writes will be granted. Any missed assignments will receive a grade of zero.
- Quizzes will be given throughout the semester. Scheduling will take place for quizzes as the course progresses, and you will be given ample advanced notice of these dates. No re-writes will be granted for missed exams or unsuccessful attempts.
- Term tests are tentatively scheduled for the **Week 6 and Week 12**. No re-writes will be granted for missed exams or unsuccessful attempts.
- The two-hour final exam will be written as scheduled by the Registrar's office during the exam period from **December 14 – 21, 2023**. Do not plan activities or trips during this period. Unexcused absences will earn a grade of zero.