

COURSE SYLLABUS



Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

COURSE TITLE: Accounting 110 Financial Accounting 1

CLASS SECTION: 001 and 002

TERM: Winter 2025

COURSE CREDITS: 3

DELIVERY METHOD(S): Acct 110-001 M/W 12:30-2:20 CBA 283; Acct 110-002 10:30-12:20 W CBA 286 & F CBA 209

INSTRUCTOR DETAILS

NAME: Keri Norrie, PME, FCPA, FCA, CGA

EMAIL: norriek@camosun.ca. You can also email me via the D2L course webpage.

OFFICE: CBA 224

OFFICE HOURS: Wed/Fri 9:30-10:20 in CBA 224; Thurs 5:00-5:50 in CBA 287

Other times are also available if these times are not convenient; please contact me to arrange to meet.

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students will complete all the steps of the accounting cycle culminating in the preparation and analysis of financial statements for sole proprietorships. Topics include: accounting principles, cash, receivables, inventory, capital assets, current liabilities and owner's equity.

PREREQUISITE(S): One of: C in English 12 C in English Studies 12 C in English 12 First Peoples C in Literary Studies C in ENGL 091 and ENGL 093 C in ENGL 092 and ENGL 094 C in ENGL 092 and ENGL 096 C in ENGL 103 and ENGL 104 C in ENGL 142 C in ELD 092 and ELD 094 C in ELD 097 C in ELD 103 and ELD 104 - Must be completed prior to taking this course.

One of: C in Foundations of Math 11 C in Pre-calculus 11 C in MATH 077 C in MATH 137 C+ in MATH 072 C+ in MATH 075 C+ in MATH 135 - Must be completed prior to taking this course.

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- i) Describe the accounting principles;
- ii) Prepare all steps in the accounting cycle;
- iii) Analyze source documents to determine effect on business entity;
- iv) Journalize general, adjusting and closing entries for sole proprietorships;
- v) Prepare accurate, basic financial statements for sole proprietorships (excluding Cash Flow Statements);
- vi) Analyze information in financial statements in order to make business decisions;
- vii) Account for the following business processes: merchandise operations, receivables, capital assets, current liabilities and payroll;
- viii) Identify situations when internal controls are needed in cash account transactions and recommend the best control in a variety of specific circumstances;
- ix) Prepare bank reconciliation statements; and
- x) Account for the purchase, use and disposal of capital assets, using various amortization methods.

Computer and software requirements

- a. The course materials will be provided online using Camosun College's Desire2Learn ("D2L") platform which you can access at **online.camosun.ca**. We will also be using Respondus Lockdown in D2L which you can download for free prior to starting any quizzes.
- b. As a Camosun student, you qualify for a free Office 365 subscription. We will be using Word and Excel frequently in this course. Please see details at <http://camosun.ca/services/its/other-services.html>.
- c. Your computer hardware and software need to meet the minimum standards set by Camosun <http://camosun.ca/services/orientation/online-learning.html>. For D2L, it is recommended that you use Chrome as your browser. Please contact the library early in the semester if you need a loaner laptop <https://camosun.ca/services/library/borrow>.
- d. **Generative AI (Including ChatGPT, Claude, Copilot, Gemini) Not Permitted**
Any work submitted must be your own original work unless specifically noted in the instructions by your instructor. Any unpermitted use of generative artificial intelligence (AI), including ChatGPT, Claude, Copilot and Gemini, is prohibited and constitutes academic misconduct. Any student suspected of submitting work that includes AI generated content may be asked for preliminary work or other materials to evidence the student's original and unaided authorship. The student may also be asked to separately explain or support their work. AI identification methods may also be employed by the instructor. After review, if it is determined by the instructor that submitted work likely contains AI generated content, the work may receive a zero and may be subject to further misconduct measures set out in the See Camosun College (2021) Academic Integrity Policy. <https://camosun.ca/sites/default/files/2021-09/e-1.13.pdf>

Textbook and other materials

- e. Textbook: *Accounting Principles, Volume 1, Ninth Canadian Edition, Weygandt et al 2022*. Please note that the textbook is needed in class. **Note: WileyPlus is not required.**
- f. Simulation: (2023). *Lucia's Mystery Mansion Escapes: An Accounting Simulation*. Victoria, Canada: Camosun College. **ALL materials for the Simulation will be provided online.** Note: You must use the version provided for this semester. Previous versions from other semesters cannot be used.
- g. Calculator: A non-programmable calculator is required. Texas Instruments BAII recommended, but not required. Cell phones cannot be used as calculators in the course.

The solutions manuals for the textbooks are available on the course website.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	ACTIVITY/DISCUSSION DUE DATES
Week 1 Jan 6 – 12 <i>Jan 12 – Add/Drop Deadline & 80% Refund Deadline</i>	Module 1-Accounting in Action	D2L Quiz – Start up Quiz due by Sunday, Jan 12 at 11:59 pm (Note: This quiz on the course outline must be completed to open the rest of the quizzes + must attain the required minimum grade.) D2L Discussion Board – Discussion board post #1 due by Sunday, Jan 12 at 11:59 pm
Week 2 Jan 13-19	Module 1-Accounting in Action, continued Module 2-The Recording Process	D2L Quiz – Module 1 online quiz due by Sunday, Jan 19 at 11:59 pm Assignment #1-initial – Assignment 1 initial attempt by Sunday, Jan 19 at 11:59 pm
Week 3 Jan 20-26 <i>**Work session on Wed, Jan 22 (Accounting & Finance Week)</i>	Module 2-The Recording Process, continued	Assignment #1-revision & debrief – Assignment 1 revision & debrief by Sunday, Jan 26 at 11:59 pm D2L Discussion Board – Discussion board post #2 due by Sunday, Jan 26 at 11:59 pm D2L Quiz – Module 2 online quiz due by Sunday, Jan 26 at 11:59 pm
Week 4 Jan 27-Feb 2	Module 2-The Recording Process, continued Module 3 - Adjusting the Accounts	Assignment #2-initial – Assignment 2 initial attempt by Sunday, Feb 2 at 11:59 pm
Week 5 Feb 3-9	Module 3 - Adjusting the Accounts, continued Module 4- Completion of the Accounting Cycle	D2L Quiz – Module 3 online quiz due by Sunday, Feb 9 at 11:59 pm Assignment #2- revision & debrief – Assignment 2 revision & debrief by Sun, Feb 9 at 11:59 pm
Week 6 Feb 10-16	Module 4- Completion of the Accounting Cycle, continued Midterm	Midterm – Acct 110-001 on Wed, Feb 12; Acct 110-002 on Friday, Feb 14
Week 7 Feb 17-23		<i>Family Day & Reading Break-no classes this week</i>
Week 8 Feb 24-March 2	Introduce Lucia’s Mystery Mansion Escapes project & sales taxes (Appendix B (B1-B1)) and Subsidiary Ledgers (Appendix C (C1-C3)); Module 7: Internal Control and Cash	Project -Work on Lucia’s Mystery Mansion Escapes project (<i>Project work days - required in-class attendance and in-class work-in-progress submission</i> – Acct 110-001 on Wed, Feb 26 and Wed March 5; Acct 110-002 on Fri, Feb 28 and Fri, March 7) D2L Quiz – Module 4 online quiz due by Sunday, March 2 at 11:59 pm

WEEK or DATE RANGE	ACTIVITY or TOPIC	ACTIVITY/DISCUSSION DUE DATES
Week 9 March 3-9	Module 7: Internal Control and Cash, continued	<p>Project-Work on Lucia's Mystery Mansion Escapes project (<i>Project work days -required in-class attendance and in-class work-in-progress submission-see above for dates</i>)</p> <p>Project Submission – 1st draft up to posting to the <u>unadjusted</u> trial balance (journal entries, posting to general ledger and subledger, and bank reconciliation) by Sunday, March 9 at 11:59 pm</p> <p>D2L Quiz – Module 7 online quiz due by Sunday, March 9 at 11:59 pm</p>
Week 10 March 10-16	Module 8: Accounting for Receivables + Introduction to Corporations	<p>Project Quiz – in-class quiz on project (Wed, March 12)</p> <p>Project Submission- Final Version -Lucia's Mystery Mansion Escapes project due by Sunday, March 16 at 11:59 pm</p> <p>D2L Quiz Module 8 online quiz due by Sunday, March 16 at 11:59 pm</p>
Week 11 March 17-23	<p>Module 8: Accounting for Receivables + Introduction to Corporations, continued</p> <p>Module 5: Accounting for Merchandising Operations</p>	<p>Assignment #3-initial– Assignment 3 initial attempt by Sunday, March 23 at 11:59 pm</p> <p>D2L Quiz – Module 5 online quiz due by Sunday, March 23 at 11:59 pm</p>
Week 12 March 24-March 30	Module 9: Long-Lived Assets	<p>Assignment #3- revision & debrief – Assignment 3 revision & debrief by Sunday, March 30 at 11:59 pm</p> <p>D2L Discussion Board – Discussion board post #3 due by Sunday, March 30 at 11:59 pm</p>
Week 13 March 31 - April 6	<p>Module 9A: Data Analysis</p> <p>Module 10: Current liabilities and Payroll</p>	<p>Assignment #4-submission-Assignment 4 submission by Sunday, April 6 at 11:59 pm</p> <p>D2L Quiz – Module 9 online quiz due by Sunday, April 6 at 11:59 pm</p>
<p>Week 14 April 7-13</p> <p><i>Apr. 12- Last Day to Withdraw without Academic Penalty</i></p>	Module 10: Current liabilities and Payroll, continued Review	<p>D2L Quiz– Module 10 online quiz due by Sunday, April 13 at 11:59 pm</p> <p>D2L Discussion Board – Discussion board post #4 due by Sunday, April 13 at 11:59 pm</p>
Final Exams April 14-25	Final Exam	Date TBD

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
<p>a. Assignments</p> <p>To provide practical experience you will be completing four assignments using Excel. The assignments will be submitted to the Assignment drop box in D2L. <u>An initial submission and revised response with debrief are both required to earn marks.</u> Your lowest assignment grade will be dropped. If you miss an assignment submission for whatever reason, then that assignment grade will be zero. Further instructions will be provided on D2L.</p>	5%
<p>b. In-Class Participation Participation includes in-class assessment activities. The lowest three items will be dropped from your overall grade. If a participation activity is missed, then that activity grade will be zero.</p>	9%
<p>c. D2L Quizzes</p> <ul style="list-style-type: none"> - Start up Quiz The start up quiz is based on the course outline and must be completed for access to the other quizzes. A minimum grade of 75% must be achieved within the specified attempts. - Module Quizzes To assist your understanding of the course concepts and application, you will complete nine online module quizzes. The mark of the best seven quizzes will be included in your grade. If you miss a quiz for whatever reason, then that quiz grade will be zero. 	1% 7%
<p>d. D2L discussion board posts</p> <p>To apply the concepts to your real-life experience, you will complete discussion board posts that relate the concepts to your understanding and application. The posts must be complete per the instructions, well-written and professional, and reflect your understanding applied to the material. Your lowest discussion board mark will be dropped. If you miss a post for whatever reason, then that discussion board post grade will be zero.</p>	3%
<p>e. Project</p> <p>A project providing hands-on experience with the accounting for a small business will be completed, using Excel, during the course. Further instructions will be provided on D2L and during the course. The practice set will be graded 7% based on attendance and participation/work-in-progress submissions at in-class on Project Work days and draft-final submission of the project, and 3% on the in-class Project Quiz. If a Project Work day is missed for whatever reason, the grade assigned for the day will be zero. If the in-class Project Quiz is missed for whatever reason, the grade assigned for the quiz will be zero.</p>	10%
<p>f. Exams</p> <p>The midterm (25%; 90 Minutes) and final exam (40%; 3 hours). Details regarding the structure of each exam will be provided during the course. Exams will be written on campus.</p>	25% 40%
	TOTAL
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

All submitted work in this course for assessment is to be your own work. Please see the College-Wide Academic Integrity policy below regarding academic expectations and implications. Examinations are closed-book and held at the time and date scheduled. Please see the School of Business policy below regarding missed examinations and assignments.

SCHOOL OR DEPARTMENTAL INFORMATION

Assignment formatting. The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa7>.

- ☐ In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- ☐ Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- ☐ All submitted work must be properly referenced to sources where required by your instructor.

- ☐ Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Deadlines and exams. You must submit your various assessments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a) **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for personal emergencies or unforeseeable extenuating circumstances in accordance with the College's Final Exam Reschedule and Repeat Policy <https://camosun.ca/sites/default/files/2022-11/e-1.17.pdf>
- b) A final exam for this course will be scheduled sometime during the examination period . Do not schedule holiday/vacation trips during this time as exam dates are not at the discretion of the instructor and may occur at any date and time within the exam period set out by the College. **There are no options for online midterm or final exam writing for in-person courses.**
- c) Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- d) Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

Academic Integrity. The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of the Academic Integrity policy is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

- ☐ See Camosun College (2021) [Academic Integrity Policy](#): "Students' Rights and Responsibilities".

Acts of academic dishonesty include, but are not limited to:

- ☐ Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- ☐ Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- ☐ Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- ☐ Providing answers to another student in any test, examination, or take-home assignment.
- ☐ Taking any unauthorized materials into an examination or test.
- ☐ Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

Accounting and Finance Students

Want to know more about events happening in the Accounting and Finance department, including recruiting and networking events? Check out <http://camosun.ca/cpa2b> for current events.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.
