

# COURSE SYLLABUS



Camosun College campuses are located on the traditional territories of the Ləkʷəŋən 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

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): In Person: M/W 2:30 PM - 4:20 PM

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## INSTRUCTOR DETAILS

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NAME: Susan. R. Lucato, CPA, CGA

EMAIL: [lucatos@camosun.ca](mailto:lucatos@camosun.ca)

OFFICE: CBA 233

OFFICE HOURS: Mon/Wed 11am-12pm

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.*

### **Mandatory Attendance for First Class Meeting**

This section of ACCT 110 001 requires mandatory attendance for the first class meeting of the course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies for Students" [Registration Policies for Students | Camosun College](#)

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## CALENDAR DESCRIPTION

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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.

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## COURSE LEARNING OUTCOMES / OBJECTIVES

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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.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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### 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](http://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. Note that you will need a laptop for the project. If you do not have one, you can borrow one from the library for 24 hours or one week – see details at <https://camosun.ca/services/library/borrow>

### Textbook and other materials

- d. 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**
- e. Simulation: (2023). *Lucia's Mystery Mansion Escapes: An Accounting Simulation*. Victoria, Canada: Camosun College. **ALL materials for the Simulation will be provided online.**
- f. Calculator: A non-programmable calculator is required. Texas Instruments BAII recommended, but not required. Cell phones cannot be used as calculators in the course.

In addition, on the course website, you will have access to the following optional, free open-source textbook: Annand, D. (n.d.). *Introduction to Financial Accounting, 3rd Edition*. Retrieved from BC Campus: <https://open.bccampus.ca/browse-our-collection/find-open-textbooks/?subject=Accounting>. This textbook reviews accounting with the assumption that the business is setup as a corporation, rather than a sole proprietorship as assumed in Acct 110. As a result, while much of it will be consistent with what we study in Acct 110, the discussion of equity accounts will differ throughout due to its corporation focus.

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 Sept 3 – 8  Sept 9 – Add/Drop Deadline & 80% Refund Deadline	Module 1-Accounting in Action	<b>D2L Quiz – Start up Quiz due by Sunday, Sept 8 at 11:59 pm</b> ( <i>Note: This quiz on the course outline must be completed to open the rest of the quizzes + must attain the required minimum grade.</i> )  <b>DB</b> – Introduction discussion board post due by Sunday, Sept 8 at 11:59 pm
Week 2 Sept 9-15	Module 1-Accounting in Action, cont.  Module 2-The Recording Process	<b>D2L Quiz &amp; DB</b> – Module 1 online quiz + Module #1 discussion board post due by Sunday, Sept 15  <b>Assignment #1-initial</b> – Assignment 1 initial attempt by Sunday, Sept 15 at 11:59 pm
Week 3 Sept 16-22	Module 2-The Recording Process, continued  Module 3 - Adjusting the Accounts	<b>D2L Quiz &amp; DB</b> – Module 2 online quiz + Module #2 discussion board post due by Sunday, Sept 22 at 11:59 pm  <b>Assignment #1-debrief</b> – Assignment 1 debrief by Sunday, Sept 22 at 11:59 pm
Week 4 Sept 23- 29	Module 3 - Adjusting the Accounts continued	<b>D2L Quiz &amp; DB</b> – Module 3 online quiz + Module #3 discussion board post due by Sunday, Sept 29 at 11:59 pm  <b>Assignment #2-initial</b> – Assignment 2 initial attempt by Sunday, Sept 29 at 11:59 pm
Week 5 Sept 30 -Oct 6. No class Sept 30	Module 3 - Adjusting the Accounts, continued  Module 4- Completion of the Accounting Cycle	<b>Assignment #2-debrief</b> – Assignment 2 debrief by Sun, Oct 6 at 11:59 pm
Week 6 Oct 7-13	Module 4- Completion of the Accounting Cycle, continued  Midterm	<b>Midterm – Wednesday October 9</b>  <b>D2L Quiz &amp; DB</b> – Module 4 online quiz + Module #4 discussion board post due by Sunday, Oct 13 at 11:59 pm
Week 7 Oct 14-20 No class Oct 14	Midterm Debrief  Introduce Lucia’s Mystery Mansion Escapes project; Sales taxes (Appendix B (B1-B1)) and Subsidiary Ledgers (Appendix C (C1-C3))	<b>Project</b> -Work on Lucia’s Mystery Mansion Escapes project ( <i>in-class attendance + laptop required – see library for loan if needed</i> <a href="https://camosun.ca/services/library/borrow">https://camosun.ca/services/library/borrow</a> )

WEEK or DATE RANGE	ACTIVITY or TOPIC	ACTIVITY/DISCUSSION DUE DATES
Week 8 Oct 21-27	<b>Module 7: Internal Control and Cash</b>	<b>Project</b> -Work on Lucia's Mystery Mansion Escapes project ( <i>in-class attendance + laptop required – see library for loan if needed</i> <a href="https://camosun.ca/services/library/borrow">https://camosun.ca/services/library/borrow</a> ) <b>D2L Quiz &amp; DB</b> – Module 7 online quiz + Module #7 discussion board post due by Sunday, October 27 at 11:59 pm
Week 9 Oct 28- Nov 3	<b>Module 7: Internal Control and Cash, continued</b> <b>Module 8: Accounting for Receivables + Introduction to Corporations</b>	<b>Project Submission</b> – 1 <sup>st</sup> draft up to posting to the <u>unadjusted</u> trial balance (journal entries, posting to general ledger and subledger, and bank reconciliation) by Sunday, Nov 3, 11:59 pm
Week 10 Nov 4-10	<b>Module 8: Accounting for Receivables + Introduction to Corporations</b>	<b>D2L Quiz &amp; DB</b> – Module 8 online quiz + Module #8 discussion board post due by Sunday, November 10 at 11:59 pm <b>Project Submission</b> - Final Version -Lucia's Mystery Mansion Escapes project due by Sunday, November 10 at 11:59 pm
Week 11 Nov 11-17 <b>No Class Nov 11</b>	<b>Module 5: Accounting for Merchandising Operations</b>	<b>Assignment #3-initial</b> – Assignment 3 initial attempt by Sunday, November 17 at 11:59 pm
Week 12 Nov 18 - 24	<b>Module 5: Accounting for Merchandising Operations continued</b> <b>Module 9: Long-Lived Assets</b> <b>Data Analysis</b>	<b>D2L Quiz &amp; DB</b> – Module #5 discussion board post + Module 5 online quiz due by Sunday, November 24 at 11:59 pm <b>Assignment #3-debrief</b> – Assignment 3 debrief by Sunday, November 24 at 11:59 pm
Week 13 Nov 25 – Dec 1	<b>Module 9: Long-Lived Assets, continued</b>	<b>D2L Quiz &amp; DB</b> – Module 9 online quiz + Module #9 discussion board post due by Sunday, Dec 1 at 11:59 pm <b>Assignment #4-initial</b> – Assignment 4 initial attempt by Sunday, Dec 1 at 11:59 pm
Week 14 Dec 2-8  <i>Dec 7- Last Day to Withdraw without Academic Penalty</i>	<b>Module 10: Current liabilities and Payroll</b>  <b>Review</b>	<b>D2L Quiz &amp; DB</b> – Module 10 online quiz + Module #10 discussion board post due by Sunday December 8 at 11:59 pm <b>Assignment #4-debrief</b> – Assignment 4 debrief by Sunday, December 8 at 11:59 pm
Final Exams Dec 9 - 17	<b>Final Exam (3 hours)</b>	Date TBD – Please do not book travel during this time. Exams will not be rescheduled.

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. <b>Assignments</b></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 best three assignment grades will be used. Your lowest assignment grade will be dropped. If you miss an assignment submission, it will be used as the dropped mark. Further instructions will be provided on D2L.</p>	6%
<p>b. <b>D2L Quizzes</b></p> <ul style="list-style-type: none"> <li>- <b>Start up Quiz</b> 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.</li> <li>- <b>Module Quizzes</b> 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.</li> </ul>	1%
<p>c. <b>Project</b></p> <p>A project providing hands-on experience with the accounting for a small business will be completed, using Excel, during the course.</p>	10%
<p>d. <b>Exams</b></p> <p>The midterm (25%) (1.5 -2 hours) 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%
<p>e. <b>In-Class Assessments</b> If an in-class assessment activity is missed, then that activity grade will be zero. The lowest two items will be dropped from your overall grade.</p>	8%
<p>f. <b>D2L discussion board posts</b></p> <p>To apply the concepts to your real-life experience, you will complete ten 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. The mark for your best nine posts will be included in your grade. If you miss a post for whatever reason, then that discussion board post grade will be zero.</p>	3%
<p style="text-align: right;"><b>TOTAL</b></p>	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](#) 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.

**Chat GPT and other AI tools** All work in this course must be prepared by you. Use of AI tools is not permitted.

## SCHOOL OR DEPARTMENTAL INFORMATION

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**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) Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c) 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

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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

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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](http://camosun.ca/services).

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

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 [policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

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 or misconduct 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 and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.

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