

# COURSE SYLLABUS



COURSE TITLE: Acct 110  
CLASS SECTION: 002  
TERM: Fall 2022  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Face to Face – 14 weeks **M/W 2:30-4:20 CBA212**

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

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Andrew Dean  
EMAIL: [deana@camosun.bc.ca](mailto:deana@camosun.bc.ca)  
OFFICE: CBA 261  
HOURS: Please see schedule on office door

*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

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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.

### PREREQUISITES:

One of:

- C in English 12
- C in Camosun Alternative

And one of:

- C in Math 11
- C in MATH 077
- C in MATH 137
- C+ in MATH 072
- C+ in MATH 075

- C+ in MATH 135

## COURSE LEARNING OUTCOMES / OBJECTIVES

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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 owner's equity.

By the end of the course, a student should be able to:

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

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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(a) Accounting Principles, Volume 1, Eighth Canadian Edition, Weygandt et al. 2019.

NOT REQUIRED: WileyPlus is not required

Provided In Class: Accounting Practice Set (Also called Accounting Simulation)

(b) A calculator is required for each class and tests. (Non-programmable – Recommend the BA2+)

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	Dates	Syllabus	Text	Deliverables & Due Dates
1	Sep 7	Unit 1: Intro to Accounting (Chapter 1) - Business Structures - Accounting Framework & equation - Transactions - Accounts - Statements	Ch1	
2	Sep 12 & Sep 14	Unit 1: Continued  Unit 2: The Recording Process (Chapter 2) - Journal Entries - The Accounting Cycle - Posting General Ledger - Unadjusted Trial Balance	Ch2	
3	Sep 19 & Sep 21	Unit 2: Continued  Begin unit 3 if possible	Ch2	
4	Sep 26 & Sep 28	Unit 3: Adjusting the Accounts (Chapter 3) - Matching Principals - Adjusting Accounts - Adjusting Entries - Adjusted Trial Balance	Ch3	
5	Oct 3 & Oct 5	Unit 3: Continued  Unit 4: Completion of the Accounting Cycle (Chapter 4) - Closing Procedures - Closing Entries - Statements (extra practice)	Ch4	
6	Oct 10  (No Class – Campus Closed for Holiday)  &	Unit 4: Continued  Practice for midterm		

	Oct 12			
7	Oct 17 & Oct 19	<p>Lab Class – Optional Attendance</p> <ul style="list-style-type: none"> <li>- In-class time to study and ask for help</li> <li>- Bring your homework</li> <li>- Email me ahead of time if you would like me to demo a practice problem from any unit that we have covered so far.</li> </ul> <p><b>Midterm Exam</b></p> <ul style="list-style-type: none"> <li>- <b>Content is cumulative to date</b></li> <li>- <b>Exam held <u>face-to-face</u> during our regularly scheduled class time</b></li> <li>- <b>No lecture held after exam</b></li> <li>- <b>Closed book</b></li> </ul>		<p>Lab Class – <b>Oct 17</b></p> <p>Quizzes 1, 2, 3 &amp; 4 Due <b>Oct 17</b> 11:00pm 2 attempts per quiz <b>NO EXTENSIONS</b> Solutions released <b>Oct 18</b></p> <p>Midterm <b>Oct 19</b></p>
8	Oct 24 & Oct 26	<p>Review of Midterm Exam</p> <p>Unit 5: Accounting for Merchandising Operations (Chapter 5)</p> <ul style="list-style-type: none"> <li>- Discounts</li> <li>- Returns &amp; Allowances</li> <li>- Inventory</li> <li>- Sales Tax</li> </ul>	Ch5	<p>Alternate Midterm Date: Please save <b>Oct 24</b> for an alternate midterm date should there be any need to defer our midterm.</p>
9	Oct 31 & Nov 2	<p>Unit 5: Continued</p> <p>Unit 6: Internal Control &amp; Cash (Chapter 7)</p> <ul style="list-style-type: none"> <li>- General Control Issues</li> <li>- Petty Cash Management</li> <li>- Bank Reconciliations</li> </ul>	Ch7	
10	Nov 7 & Nov 9	<p>Unit 6: Continued</p> <p>Unit 7: Accounts Receivable (Chapter 8)</p> <ul style="list-style-type: none"> <li>- AR Aging Schedule</li> <li>- Notes Receivable</li> <li>- Bad Debt Expense</li> <li>- Allowance for Doubtful Accounts</li> <li>- Intro to Ratios</li> </ul>	Ch8	
11	Nov 14 & Nov 16	<p>Unit 7: Continued</p> <p>Lab Class – Optional Attendance</p> <ul style="list-style-type: none"> <li>- In-class time to study and ask for help</li> <li>- Bring your homework</li> <li>- Email me ahead of time if you would like me to demo a practice problem from any unit that we have covered to so far.</li> </ul>		<p>Lab Class – <b>Nov 16</b></p>

12	Nov 21 & Nov 23	Unit 8: Long-Term Assets (Chapter 9) - Asset Transactions - Depreciation - Intangible Assets	Ch9	
13	Nov 28 & Nov 30	Unit 9: Current Liabilities & Payroll (Chapter 10) - Determinable Liabilities - Uncertain Liabilities - Payroll Transactions	Ch10	
14	Dec 5 & Dec 7	Unit 10: Introduction to Corporations  Review and practice for final exam (If time allows)  Final Exam: Please refer to exam schedule that will be posted by the school of business (typically posted by mid semester)		Quizzes 5, 6, 7, 8, 9: Due <b>Dec 10 @ 11:00pm</b> 2 attempts per quiz <b>NO EXTENSIONS</b> Solutions released <b>Dec 11</b>

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 notice is required. Deadlines can 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
D2L Quizzes	25%
Midterm Exam	30%
Final Exam	45%
	<b>TOTAL</b>
	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

The evening version of Camosun courses are shorter in duration than the daytime classes. Because of this, evening classes are comprised of both synchronous and asynchronous content to compensate for the reduced time spent in class. The synchronous content includes two hours and fifty minutes of instruction per week and fifty minutes of asynchronous material. Students are therefore expected to access the asynchronously

resources that are made available on the course D2L site and through the recommendations of the instructor to ensure that equivalent material is covered between the evening and day sections of this class.

## SCHOOL OR DEPARTMENTAL INFORMATION

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Grading System. Standard grading system (GPA). See Camosun College (2019) Grading from: <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

## 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 <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>

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Support Service	Website
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

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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.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each 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 and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### 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. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> 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: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841

### 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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.



**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.