

# COURSE SYLLABUS



COURSE TITLE: ACCT 110: Financial Accounting 1

CLASS SECTION: 003, 004, & 010

TERM: W2025

COURSE CREDITS: 3.0

DELIVERY METHOD(S): In Person:

Section 003: Tue (CBA 286) / Thurs (CBA 212) 8:30AM – 10:20AM

Section 004: Tue / Thurs 2:30PM – 4:20PM (CBA 286)

Section 010 (Lansdowne): Mon (F 336) / Wed (E 201) 2:30PM – 4:20PM

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

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## INSTRUCTOR DETAILS

NAME: Leah Hudson, MPAcc, CPA

EMAIL: HudsonL@camosun.ca

OFFICE: CBA 272

OFFICE HOURS: Tue/Thurs 10:30AM – 12:00PM (in-person in office noted above, available virtually as well)  
(other times available by advance appointment, please email)

*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.*

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## 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 095 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 C in ENGL 090 - 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

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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](https://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 <https://camosun.ca/services/its/software-other-services>
- c. Your computer hardware and software need to meet the minimum standards set by Camosun <https://camosun.ca/new-students/online-learning>. For D2L, it is recommended that you use Chrome as your browser. **Note that a laptop may be required in-class on specific dates for the Practice Set Project.** 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 material requirements

- 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 solution manuals for the textbook 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	ASSESSMENT DUE DATES
Week 1 Jan 6 – 12	<b>Introduction</b>  <b>Module 1:</b> Accounting in Action	<b>D2L Start-up Quiz</b> – due by Sun Jan 12 <sup>th</sup> 11:59pm ( <i>Note: This quiz must be completed to open the rest of the quizzes + must attain the required minimum grade</i> )  <b>D2L Discussion Post #1</b> – due by Sun Jan 12 <sup>th</sup> 11:59pm
Week 2 Jan 13 – 19	<b>Module 1:</b> Accounting in Action, continued  <b>Module 2:</b> The Recording Process	<b>D2L Module 1 Quiz</b> – due by Sun Jan 19 <sup>th</sup> 11:59pm  <b>Assignment #1 – Initial</b> – Assignment 1 initial attempt due by Sun Jan 19 <sup>th</sup> 11:59PM
Week 3 Jan 20 – 26	<b>Module 2:</b> The Recording Process, continued	<b>D2L Module 2 Quiz</b> – due by Sun Jan 26 <sup>th</sup> 11:59pm  <b>Assignment #1 – Revision &amp; debrief</b> – Assignment 1 revision & debrief due by Sun Jan 26 <sup>th</sup> 11:59PM
Week 4 Jan 27 – Feb 2	<b>Module 2:</b> The Recording Process, continued  <b>Module 3:</b> Adjusting the Accounts	<b>D2L Discussion Post #2</b> – due by Sun Feb 2 <sup>nd</sup> 11:59pm  <b>Assignment #2 – Initial</b> – Assignment 2 initial attempt due by Sun Feb 2 <sup>nd</sup> 11:59PM
Week 5 Feb 3 – 9	<b>Module 3:</b> Adjusting the Accounts, continued  <b>Module 4:</b> Completion of the Accounting Cycle	<b>D2L Module 3 Quiz</b> – due by Sun Feb 9 <sup>th</sup> 11:59pm  <b>Assignment #2 – Revision &amp; debrief</b> – Assignment 2 revision & debrief due by Sun Feb 9 <sup>th</sup> 11:59PM
Week 6 Feb 10 – 16	<b>Module 4:</b> Completion of the Accounting Cycle, continued  <b>Midterm Exam</b>	<b>Midterm Exam</b> <ul style="list-style-type: none"><li>• <b>Section 003</b> – Thurs Feb 13<sup>th</sup></li><li>• <b>Section 004</b> – Thurs Feb 13<sup>th</sup></li><li>• <b>Section 010</b> – Wed Feb 12<sup>th</sup></li></ul>
Week 7 Feb 17 – 23	<i>Family Day &amp; Reading Break – College Closed, no classes this week</i>	
Week 8 Feb 24 – Mar 2	<i>First class of the week: Practice Set Working Class – Introduction to the Practice Set; Sales Taxes (Appendix B (B1-B10); &amp; Subsidiary Ledgers (Appendix C (C1-C3))</i>  <b>Module 7:</b> Internal Control and Cash	<i>Practice Set Working Class #1 (first class of the week: Section 003 &amp; 004 Tues Feb 25<sup>th</sup>, Section 010 Mon Feb 24<sup>th</sup>) – Required in-class attendance and in-class work-in-progress submission (laptop may be required in-class)</i>  <b>D2L Module 4 Quiz</b> – due by Sun Mar 2 <sup>nd</sup> 11:59pm

WEEK or DATE RANGE	ACTIVITY or TOPIC	ASSESSMENT DUE DATES
Week 9 Mar 3 – 9	<b>Module 7:</b> Internal Control and Cash, continued  <i>Second class of the week: Practice Set Working Class</i>	<i>Practice Set Working Class #2 (second class of the week: Section 003 &amp; 004 Thurs Mar 6<sup>th</sup>, Section 010 Wed Mar 5<sup>th</sup>) – Required in-class attendance and in-class work-in-progress submission (laptop may be required in-class)</i>  D2L Module 7 Quiz – due by Sun Mar 9 <sup>th</sup> 11:59pm
Week 10 Mar 10 – 16	<b>Module 8:</b> Accounting for Receivables + Introduction to Corporations	<i>Practice Set Quiz – In-class during first class of the week (Section 003 &amp; 004 Tues Mar 11<sup>th</sup>, Section 010 Mon Mar 10<sup>th</sup>)</i>  D2L Module 8 Quiz – due by Sun Mar 16 <sup>th</sup> 11:59pm
Week 11 Mar 17 – 23	<b>Module 8:</b> Accounting for Receivables + Introduction to Corporations, continued  <b>Module 5:</b> Accounting for Merchandising Operations	D2L Module 5 Quiz – due by Sun Mar 23 <sup>rd</sup> 11:59pm  Assignment #3 – Initial – Assignment 3 initial attempt due by Sun Mar 23 <sup>rd</sup> 11:59PM
Week 12 Mar 24 – 30	<b>Module 9:</b> Long-Lived Assets	D2L Discussion Post #3 – due by Sun Mar 30 <sup>th</sup> 11:59pm  Assignment #3 – Revision & debrief – Assignment 3 revision & debrief due by Sun Mar 30 <sup>th</sup> 11:59PM
Week 13 Mar 31 – Apr 6	<b>Module 9A:</b> Data Analysis  <b>Module 10:</b> Current Liabilities and Payroll	D2L Module 9 Quiz – due by Sun Apr 6 <sup>th</sup> 11:59pm  Assignment #4 – Submission – Assignment 4 submission due by Sun Apr 6 <sup>th</sup> 11:59PM
Week 14 Apr 7 – 13	<b>Module 10:</b> Current Liabilities and Payroll, continued  Review	D2L Module 10 Quiz – due by Sun Apr 13 <sup>th</sup> 11:59pm  D2L Discussion Post #4 – due by Sun Apr 13 <sup>th</sup> 11:59pm
Final Exam Period Apr 14 – 25	A final exam for this course will be scheduled sometime during the final exam period. Please 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 final exam period set out by the College. There are no options for online midterm or final exam writing for in-person courses.	

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](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

DESCRIPTION	WEIGHTING
<b>Assignments</b> 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><i>An initial submission and revised response with debrief are both required to earn marks.</i></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.	5%
<b>In-Class Participation</b> Participation includes in-class assessment activities. The lowest three items will be dropped from your overall grade. If a participation activity is missed for whatever reason, then that activity grade will be zero.	9%
<b>D2L Quizzes</b> <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 with your understanding of the course concepts and application, you will complete nine online module quizzes. The mark for your 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%  7%
<b>D2L Discussion Board Posts</b> To apply the concepts to your real-life experience, you will complete four 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.	3%
<b>Practice Set</b> 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 progress/participation during in-class Practice Set Working Class days, and 3% on the in-class Practice Set Quiz. If a Practice Set Working Class day is missed for whatever reason, the grade assigned for the day will be zero. If the in-class Practice Set Quiz is missed for whatever reason, the grade assigned for the quiz will be zero.	10%
<b>Exams</b> The midterm exam (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.	25% 40%
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 <a href="https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf">Grade Review and Appeals</a> policy for more information. <a href="https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf">https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf</a>	<b>TOTAL</b> 100%

## COURSE GUIDELINES & EXPECTATIONS

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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

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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: <https://camosun.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, quiz, midterm exam, final exam, or any other assessment.

- 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.

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

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### 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](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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