

COURSE SYLLABUS



COURSE TITLE:	ACCT110 – Financial Accounting 1
CLASS SECTION:	Sections 003 and 004
TERM:	Winter 2023
COURSE CREDITS:	3
DELIVERY METHOD(S):	In Person – Interurban Campus (003 CBA 286 M/W 10:30-12:20 and 004 CBA 213 M/W 12:30-2:20))

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](#).

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

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INSTRUCTOR DETAILS

NAME: Tiffany Francois
EMAIL: Francoist@camosun.ca
OFFICE: TBD
HOURS: By Appointment

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):

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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

In this course, you will complete all the steps of the accounting cycle culminating in the preparation and analysis of financial statements for sole proprietorships. After successful completion of this course, you will be able:

- Describe the accounting principles
- Prepare all steps in the accounting cycle, including:
 - a. Analyze source documents to determine effect on business entity
 - b. Journalize general, adjusting and closing entries for sole proprietorships
 - c. 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
- Account for the purchase, use and disposal of capital assets, using various amortization/depreciation methods.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

D2L Website The D2L website contains course materials including the solutions manual, course notes, quizzes and assignments. In addition, additional materials and updates are provided throughout the course so you should check D2L frequently.

Go to the D2L website, click on the following link: <https://online.camosun.ca/d2l/home/> We recommend bookmarking this link.

To login to D2L, your user name will be your student number (including the leading C0) and the password will be your birthdate as mmddyy which you will be required to change that password right away.

Text: *Accounting Principles*, Volume 1, Eighth Canadian Edition, Weygandt et al 2019. Please note that the textbook is needed in class.

Note: WileyPlus is not required

Simulation: Dickson, J. (2022). *Winnie's Windows: An Accounting Simulation*. Victoria, Canada: Camosun College. *ALL materials for the Simulation will be provided online. Your mark for the simulation will be a combination of participation, final submission and completion quiz.*

Calculator: If you will be taking additional financial accounting courses, I recommend a financial calculator (since you will require it in later courses). Cellular phones may not be substituted for calculators. Calculators will be required for quizzes, mid-term and final exam.

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. Course material is available on D2L.

CLASS DATE	ACTIVITY or TOPIC	OTHER NOTES
January 9,11	Introduction and Chapter 1: Accounting in Action, Analysing Transactions	
Jan 16, 18	Chapter 2 – The Recording Process	
Jan 23, 25	Intro to simulation (Monday) Chapter 3 – Adjusting the Accounts	D2L Quiz # 1 (Chapters 1 & 2) Due January 23rd
Jan 30, Feb 1	Chapter 3 continued Simulation Working class	Simulation - Part 1 – Due Sunday February 5th
Feb 6, 8	Chapter 4 – Completing the Accounting Cycle	Simulation - Part 2 – Due Sunday February 12th
Feb 13, 15	Simulation working class Midterm preparation	No class Monday (holiday) D2L Quiz # 2 (Chapters 3 & 4) Due February 16th
Feb 20, 22	NO CLASS	Reading week
Feb 27, March 1	MIDTERM February 27 March 1st – review of midterm Chapter 7 – Internal Controls and Cash	Midterm Exam (Chapters 1 – 4, Including Appendices B & C) 1 hour 50 minutes
March 6, 8	Chapter 7 – Internal Controls and Cash ct'd Chapter 5 – Accounting for Merchandising	Simulation - Part 3 – Due Sunday March 12th
March 13, 15	Chapter 5 – Accounting for Merchandizing – ct'd Intro to Corporations	
March 20, 22	Chapter 8 - Receivables	D2L Quiz # 3 (Chapters 7 & 5) Due March 26th
March 27, 29	Chapter 9 – Property Plant and Equipment and Other Long Term Liabilities	

CLASS DATE	ACTIVITY or TOPIC	OTHER NOTES
April 3, 5	Chapter 10 – Current Liabilities and Payroll	
April 10, 12	April 10th – no class Holiday Final Exam review	D2L Quiz #4 (Chapters 8, 9 & 10) <i>Due April 14th</i>
Exam Period April 17 th – 25 th		

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
Online Quizzes	12%
Practice Simulation – Winnie’s Windows	18%
Midterm	30%
Final	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

Deadlines and exams: You must submit your assignments 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.

EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.

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

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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 <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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

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 Progress

Please visit https://www.camosun.ca/sites/default/files/2021-05/e-1.1_0.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" (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) 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://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/sexual-violence. 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 <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.

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.

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.