

# COURSE SYLLABUS



COURSE TITLE: **Financial Accounting 1**

CLASS SECTION: **ACCT 110 - 005 - CBA 212**

TERM: **Winter 2022**

COURSE CREDITS: **3**

DELIVERY METHOD(S): **(Face-to-Face) CBA 212, Wednesdays 6:00 – 8:50 PM,**

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

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](#).

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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: **Gavin Haigh, CPA**

EMAIL: [C0382590@online.camosun.ca](mailto:C0382590@online.camosun.ca) / [haighg@camosun.bc.ca](mailto:haighg@camosun.bc.ca)

OFFICE: **CBA 226**

HOURS: **Office Hours are Wednesday 5:00 – 5:50pm (before class), appointments available when requested**

*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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Classes are Wednesday nights 6:00pm - 8:50pm, in room CBA 226. Our first class is January 12<sup>th</sup>, and it is mandatory for all students to attend this session.

## COURSE LEARNING OUTCOMES / OBJECTIVES

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- 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

- a) **Text:** Accounting Principles, Volume 1, Eighth Canadian Edition. Weygandt et al. Wiley. 2019.  
Textbook is needed in class and will be required for ACCT 111.

Note: WileyPlus is not required, a new edition will come with WileyPlus as part of the purchase price. As a result, information will be provided on the course website (D2L) if you decide to use WileyPlus as an additional study resource.

- b) **Calculator:** Texas instrument BA II PLUS is recommended if you intend to also take Acct 110 and/or Finance 110 in the future.

## 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	Deliverables
1 – Jan. 12	Course overview Chapter 1: Accounting in Action	n/a
2 – Jan. 19	Chapter 1: Accounting in Action (continued) Chapter 2: The Recording Process	Online D2L quiz #1 due Sunday, January 23 by 11:30 pm
3 – Jan. 26	Chapter 2: The Recording Process (continued)	Online D2L quiz #2 due Sunday, January 30 by 11:30 pm
4 – Feb. 2	Chapter 3: Adjusting the Accounts	Wednesday, February 2: in class Test #1
5 – Feb. 9	Chapter 3: Adjusting the Accounts (continued) Chapter 4: Completion of the Accounting Cycle Exclude Appendix 4A: Work Sheets and Appendix 4B: Reversing Entries Sunday's Best Drycleaners - released	Online D2L quiz #3 due Sunday, February 13 by 11:30 pm
6 – Feb. 16	Chapter 4: Completion of the Accounting Cycle (continued) Sunday's Best Drycleaners – continued Midterm review	Wednesday, February 16: in class Test #2 Online D2L quiz #4 due Sunday, February 20 by 11:30 pm
7 – Feb. 23	Reading Break	n/a
8 – Mar. 2	Midterm	Midterm on Wednesday,

WEEK or DATE RANGE	ACTIVITY or TOPIC	Deliverables
	Sunday's Best Drycleaners - continued	March 2 (Chapters 1 to 4)
9 – Mar. 9	Chapter 7: Internal Control and Cash <i>Sunday's Best Drycleaners – LAB SESSION - TBD</i>	Online D2L quiz #5 due Sunday, March 13 by 11:30 pm
10 – Mar. 16	Chapter 5: Accounting for Merchandising Operations	Sunday's Best Drycleaners – Workbook due Sunday, March 13 by 11:30 pm  Wednesday, March 16: Sunday's Best Drycleaners in class Quiz  Online D2L quiz #6 due Sunday, March 20 by 11:30 pm
11 – Mar. 23	Chapter 8: Accounting for Receivables	Wednesday, March 23: in class Test #3 Online D2L quiz #7 due Sunday, March 27 by 11:30 pm
12 – Mar. 30	Chapter 9: Long-Lived Assets	Online D2L quiz #8 due Sunday, April 3 by 11:30 pm
13 – Apr. 6	Chapter 10: Current Liabilities and Payroll	Wednesday April 6: in class Test #4 Online D2L quiz #9 due Sunday, April 10 by 11:30 pm
14 – Apr. 13	Chapter 10: Current Liabilities and Payroll (continued) Final Exam Review	n/a
Exam	Examination Period (3 hours comprehensive final exam). Final Exam TBD.	Final Exam

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 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

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DESCRIPTION	WEIGHTING
<b>In Class Tests:</b> To assess your understanding of course concepts, you will complete 4 in class tests. The mark of the best 3 will be included in your grade. Tests are completed at the beginning of the class and cover the materials discussed in previous lessons.	12%
<b>D2L Quizzes:</b> To assist your understanding of the course concepts and application, you will complete 9 online quizzes. The mark of the best 8 quizzes will be included in your grade. Questions are randomized. These quizzes must be completed on time. If you miss a quiz for whatever reason, then that quiz grade will be zero. The lowest quiz mark will be dropped.	8%
<b>Practice Set:</b> To apply the concepts to your real-life experience, you will complete the Sunday's Best Drycleaners practice set. This is a simulation of potential real-world situations that accountants face and is delivered through multiple activities. The practice set is assessed based on the workbooks submission (5% overall grade) and a practice-set quiz (5% overall grade) to assess student understanding. A lab working session will be held to provide students supported lab time.	10%
<b>Exams:</b> This course has both a midterm (30%) and final exam (40%). The midterm is approximately two (2) hours in length and the final exam is three (3) hours. The only material allowed in an exam is a calculator, pen, pencil, highlighter, and eraser. The midterm and final exams are closed book.	70%
<p>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="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">Grade Review and Appeals</a> policy for more information. <a href="http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf">http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</a></p>	<b>TOTAL</b> 100%

## 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>
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>

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

### 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](http://camosun.ca/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.