

COURSE SYLLABUS



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](#).

COURSE TITLE: Accounting 110 Financial Accounting 1

CLASS SECTION: 007

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): In Person: W 6:00 PM - 8:50 PM,

Location: Interurban Campus, Centre Business & Access 212

INSTRUCTOR DETAILS

NAME: Jennifer Sallows

EMAIL: Sallowsj@Camosun.ca

OFFICE: CBA 240

OFFICE HOURS:

- In-person: Wednesday: 4:30pm – 5:45 pm, CBA 240
- By Appointment (on ZOOM): Please email me with preferred meeting times

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): 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.

COURSE LEARNING OUTCOMES / OBJECTIVES

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

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. 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: *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.

The evening version of this course includes two hours and fifty minutes instruction. In addition to attendance, students are expected to access online materials available on the course D2L site and ensure that sufficient homework is completed to make up the additional 50 minutes of day class coverage.

WEEK or DATE RANGE	ACTIVITY or TOPIC	ACTIVITY/DISCUSSION DUE DATES
Week 1: Sept 4 <i>Sept 9 – Add/Drop Deadline & 80% Refund Deadline</i>	Course Introduction and Chapter 1: Accounting in Action, Analysing Transactions	<i>Academic integrity quiz due Friday Sept 6 at 11:59pm</i> <i>D2L Chapter 1 Quiz due Sunday Sept 8 at 11:59pm.</i>
Week 2: Sept 11	Chapter 2: The Recording Process	<i>D2L Chapter 2 Quiz due Sunday Sept 15 at 11:59pm</i> <i>In-Class Participation Activity #1</i>
Week 3: Sept 18	Chapter 3: Adjusting the Accounts	<i>In-class Test #1 at start of class</i> <i>D2L Chapter 3 Quiz due Sunday Sept 22 at 11:59pm.</i>
Week 4: Sept 25	Chapter 4: Completion of the Accounting Cycle	<i>D2L Chapter 4 Quiz due Sunday Sept 29 at 11:59pm</i>
Week 5: Oct 2	Midterm Review of Ch 1-4	<i>I will request specific review topics from students ahead of class</i> <i>In-Class Participation Activity #2</i> <i>No D2L quiz this week</i>
Week 6: Oct 9	MIDTERM EXAM Wednesday (No lecture content after midterm)	<i>In-class Midterm Exam Wednesday Oct 9</i> <i>(Exam covers: Chapters 1 – 4)</i>
Week 7: Oct 16	Chapter 7: Internal Control and Cash Sales Taxes - Appendix B (B1-B10) Subsidiary Ledgers – Appendix C (C1-C3)	<i>D2L Chapter 7 Quiz due Sunday Oct 20 at 11:59pm</i>
Week 8: Oct 23	In- Class Accounting Simulation <i>Attendance is Mandatory</i> <i>Bring laptop to class</i> <i>Due at end of class</i>	<i>In- Class Accounting Simulation</i> <i>No Sunday Quiz</i>
Week 9: Oct 30	Chapter 5: Accounting for Merchandising Operations	<i>D2L Chapter 5 Quiz due Sunday Nov 3 at 11:59pm</i> <i>In-Class Participation Activity #3</i>
Week 10: Nov 6	Chapter 8: Accounting for Receivables	<i>In-Class Test #2 Wednesday Nov 6th</i> <i>D2L Chapter 8 Quiz due Sunday Nov 10 at 11:59pm.</i>

WEEK or DATE RANGE	ACTIVITY or TOPIC	ACTIVITY/DISCUSSION DUE DATES
Week 11: Nov 13	Introduction to corporations	<i>D2L Corporations Quiz due Sunday Nov 17 at 11:59pm.</i>
Week 12: Nov 20	Chapter 9: Long-Lived Assets	<i>D2L Chapter 9 Quiz due Sunday Nov 24 at 11:59pm.</i> In-Class Participation Activity #4 In-Class Test #3 Wednesday Nov 20
Week 13: Nov 27	Chapter 10: Current Liabilities & Payroll	<i>D2L Chapter 10 Quiz due Sunday Dec 1 at 11:59pm.</i> In-Class Participation Activity #5
Week 14: Dec 4 <i>Dec 7-Last Day to Withdraw without Academic Penalty</i>	Final exam review	<i>I will request specific review topics from students ahead of class</i>
Final Exams: Dec 9 - 17	Final Exam (3 hours)	Date TBD – Do not book flights until the schedule is released

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
In-class Simulation Activity (5% for assignment completion- Attendance in-person is Mandatory). A hands-on accounting simulation to be completed in Excel during class-time. Mandatory attendance to earn completion marks.	8%
In-Class Tests (5% each for 3 tests in total) 1 hour (or less) in class assessments	15%
In-Class Participation Activities (1% each for 5 in total) Small knowledge checks to be completed during class time. For completion marks	5%
Online D2L Chapter Quizzes (Lowest quiz mark will be dropped from score). Weekly knowledge checks. If you miss a quiz for whatever reason, then that quiz grade will be zero.	5%
Midterm Exam 90 minute in-class assessment	27%
Final Exam 3 hour assessment during the scheduled exam period of Dec 9-17	40%
TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please contact me **as soon as possible**. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information. <https://camosun.ca/sites/default/files/2021-05/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.

SCHOOL OR DEPARTMENTAL INFORMATION

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.

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

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 camosun.ca/services.

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

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. 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 <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.