

COURSE SYLLABUS



COURSE TITLE: Accounting 110 Financial Accounting 1

CLASS SECTION: 008

TERM: 2023F

COURSE CREDITS: 3.0

DELIVERY METHOD(S): In Person, Lansdowne Campus, Young 201

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](#).

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

NAME: Dr. Dwayne Hart, DM, MBA, CPA

EMAIL: Please use email function on D2L. If you have any difficulties, please email me at

hartdw@camosun.ca

CLASS TIME AND LOCATION: Mondays and Wednesdays at 8:30AM to 10:20AM, in Lecture Room Young 201

OFFICE: By appointment

HOURS: By appointment (or other times by appointment) (Collaborate, Facetime, or Meet can be used for virtual feeds)

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): C in English 12 or equivalent and C in Foundations in Math 11 or equivalent.

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- a) Describe the accounting principles;
- b) Prepare all steps in the accounting cycle;
 - i. Analyze source documents to determine effect on business entity;
 - ii. Journalize general, adjusting and closing entries for sole proprietorships;
 - iii. Prepare accurate, basic financial statements for sole proprietorships (excluding Cash Flow Statements);
- c) Analyze information in financial statements in order to make business decisions;

- d) Account for the following business processes: merchandise operations, receivables, capital assets, current liabilities and payroll;
- e) Identify situations when internal controls are needed in cash account transactions and recommend the best control in a variety of specific circumstances;
- f) Prepare bank reconciliation statements; and
- g) Account for the purchase, use and disposal of capital assets, using various amortization methods.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Computer and software requirements

- 1) The course will be delivered in-person in a lecture format. Additional resources will be available using Camosun College's Desire2Learn ("D2L") platform which you can access at <https://camosun.ca/> For instructions for how to first access D2L, please see https://legacy.camosun.ca/services/its/student-accounts.html#domain_account
- 2) As a Camosun student, you qualify for a free Office 365 subscription. Please see details at <http://camosun.ca/services/its/other-services.html> If you need to borrow a laptop, there is a limited supply that are loaned to students by Camosun College at the beginning of the term as well as short-term 4 hour loans are available. Please see details at <https://camosun.ca/services/library/borrow>
- 3) 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 and keep it updated.

Textbook and other materials

- 4) 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**
- 5) Simulation: Dickson, J. (2023). Lucia's Mystery Mansion Escapes: An Accounting Simulation. Victoria, Canada: Camosun College. **ALL materials for the Simulation will be provided online.**
- 6) Calculator: A non-programmable calculator is required. Texas Instruments BAII recommended, but not required. Cell phones cannot be used as calculators in the course during examinations.
- 7) 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.
- 8) The solutions manuals for the textbook chapters 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	OTHER NOTES
Week 1 Sept 4*	Refund date	(check Camosun calendar for official date) 100% Refund Deadline* - Courses dropped after this date (Sept 4) will receive an 80% refund up until Sept. 11
Week 1 Sept 4-10	Sept 4 - College Closed Chapter 1-Accounting in Action	D2L Quiz – Start up Quiz due by Sunday, Sept 10 at 11:59 pm (Note: This quiz on the course outline must be completed to open the rest of the quizzes + must attain the required minimum grade.)
Week 2 Sept 11^	Course Add/Drop Deadline^	Course Add/Drop Deadline^ (check Camosun calendar for official date) - Last day to change a course to Audit status - Courses added after this period require School permission
Week 2 Sept 11-17	Chapter 1: Accounting in Action, continued Chapter 2: The Recording Process	D2L Quiz –D2L Chapter 1 Quiz due by Sunday, Sept 17 at 11:59 pm
Week 3 Sept 18-24	Chapter 2: The Recording Process, continued Chapter 3: Adjusting the Accounts	D2L Quiz – D2L Chapter 2 Quiz due by Sunday, Sept 24 at 11:59 pm In-class Test #1 – Wed Sept 20
Week 4 Sept 25-Oct 1	Chapter 3: Adjusting the Accounts Chapter 4: Completion of the Accounting Cycle	D2L Quiz– D2L Chapter 3 Quiz due by Sunday, Oct 1 at 11:59 pm
Week 5 Oct 2-8	Oct 2 – College Closed Chapter 4: Completion of the Accounting Cycle. continued	D2L Quiz – D2L Chapter 4 Quiz due by Sunday, Oct 8 at 11:59 pm In-class Test #2 – Wed Oct 4
Week 6 Oct 9-15	Oct 9 – College Closed Midterm Exam	Midterm – Wednesday Oct 11 Chapters 1-4
Week 7 Oct 16-22	Introduce to Accounting Simulation & sales taxes (Appendix B (B1-B1)) and Subsidiary Ledgers (Appendix C (C1-C3))	Project-Work on Accounting Simulation (<i>in-class attendance</i>) Bring laptop to class
Week 8 Oct 23-29	Accounting Simulation Bring laptop to class Intro to Corporations	Accounting Simulation Due at end of class Oct 25th Bring laptop to class
Week 9 Oct 30-Nov 5	Intro to Corporations (cont.) Chapter 7: Internal Control and Cash, continued	In-class Simulation Practice Set Quiz – Wed Nov 1st D2L Quiz– Chapter 7 online quiz due by Sunday, Nov 5 at 11:59 pm

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 10 Nov 6-12	Chapter 8: Accounting for Receivables + Introduction to Corporations	In-Class Test # 3 – Wed Nov 9 D2L Quiz – Chapter 8 online quiz due by Sunday, Nov 19 at 11:59 pm
Week 11 Nov 13-19	Nov 13 – College Closed Chapter 5: Accounting for Merchandising Operations	Assignment #3-initial – Assignment 3 initial attempt by Sunday, Nov 19 at 11:59 pm
Week 12 Nov 20-26	Chapter 5: Accounting for Merchandising Operations, continued Chapter 9: Long-Lived Assets	D2L Quiz – Chapter 5 online quiz due by Sunday, Nov 26 at 11:59 pm
Week 13 Nov27-Dec1	Chapter 9: Long-Lived Assets, continued Chapter 10: Current liabilities and Payroll	D2L Quiz – Chapter 9 online quiz due by Sunday, Dec 1 at 11:59 pm In-Class Test # 4 – Wed, Nov 29
Week 14 Dec 4-8	Chapter 10: Current liabilities and Payroll, continued Final Review	D2L Quiz – Chapter 10 online quiz due by Sunday, Dec 8 at 11:59 pm
Dec 11- Dec 22	Final Exams	Date TBD

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

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Simulation Practice Set (5% completion and 5% practice set quiz)	10%
D2L Quizzes <ul style="list-style-type: none"> • Start up Quiz 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. • Module Quizzes To assist your understanding of the course concepts and application, you will complete nine online module quizzes. You may drop 2 quizzes as part of your dropped marks. If you miss a quiz for whatever reason, then that quiz grade will be zero. You may use any quiz towards one of the two dropped marks allowed. 	1% 14%
In-Class Test (best 3 of 4)	15%

DESCRIPTION	WEIGHTING
Midterm Exam Details regarding the structure of each exam will be provided during the course. Exams will be written on campus.	25%
Final Exam Details regarding the structure of each exam will be provided during the course. Exams will be written on campus.	35%
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](#) 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

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.

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>

Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.

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.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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

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:

<https://camosun.ca/services/academic-supports/accessible-learning>

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. Please visit <https://camosun.ca/sites/default/files/2021-07/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: <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.