

COURSE SYLLABUS



COURSE TITLE: Accounting 110 – Financial Accounting 1

CLASS SECTION: 010

TERM: 2024 Winter

COURSE CREDITS: 3

DELIVERY METHOD(S): In Person:

- Mondays, 2:30 PM – 4:20 PM (Fisher 306)
- Wednesday, 2:30 PM – 4:20 PM (Fisher 336)

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](#).

INSTRUCTOR DETAILS

NAME: Kelly Dorin CIDA, CPA, CA, CFE, CIA, CCSA, CRMA, CSXF

EMAIL: dorink@camosun.ca

OFFICE: Contact me at dorink@camosun.ca or text 250-652-6286 to arrange a meeting.

HOURS: Immediately following lecture and 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): C in English 12, C in Camosun Alternative

CO-REQUISITE(S): 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:

1. Describe the accounting principles
2. 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)
3. Analyze information in financial statements in order to make business decisions
4. Account for the following business processes: merchandise operations, receivables, capital assets, current liabilities and payroll
5. Identify situations when internal controls are needed in cash account transactions and recommend the best control in a variety of specific circumstances.
6. Prepare bank reconciliation statements
7. Account for the purchase, use and disposal of capital assets, using various amortization/depreciation methods.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Text: Accounting Principles, Volume 1, Ninth Canadian Edition, Weygandt et al 2022.

Please note that the textbook is needed in class.

Note: WileyPlus may be beneficial, but is not required

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.**

Calculator: If you will be taking additional financial accounting courses, we strongly recommend a financial calculator. Recommendation: Texas Instrument BA II PLUS. Cellular phones may not be substituted for calculators. Calculators will be required for quizzes, mid-term and final exam.

Computer: Aspects of this course will require students to use Office 365 (Excel/Word) in the classroom, and therefore a laptop computer (PC or MAC) is highly recommended for this course.

- Students may bring their own laptop to class and can access a free version of Office 365 here <https://camosun.ca/services/its/software-other-services>
- Students may also borrow a laptop from Library Services, please ensure you request this early as there are limited supplies. <https://camosun.ca/services/library/borrow>
- Students who do not have their own laptop and cannot borrow one may be provided a laptop from their instructor via ITS services. Your instructor will provide further information on this option to the class early in the semester.

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: Jan 8th & 10th	Chapter 1: Accounting in Action Introduction to Accounting and Business	
Week 2: Jan 15th & 17th	Chapter 2: The Recording Process	
Week 3: Jan 22nd & 24th	Review Week Quiz # 1	D2L Quiz # 1 (Chapters 1 & 2) due Sunday January 28 th at 11:59 pm
Week 4: Jan 29th & Jan 31st	Chapter 3: Adjusting the Accounts	
Week 5: Feb 5th & 7th	Chapter 4: Completion of the Accounting Cycle Sales Taxes - Appendix B (B1-B10) Subsidiary Ledgers – Appendix C (C1-C3)	
Week 6: Feb 12th & 14th	Feb 12 th - Chapter 7: Internal Control and Cash (Done out of order for Practice Set purposes) Feb 14 th - Introduction to Accounting Simulation Practice Set and Midterm Preparation.	D2L Quiz # 2 (Chapters 3 & 4) due Sunday, Feb 18th at 11:59 pm
Week 7: Feb 19th	Monday: <u>Family Day Holiday (No Class)</u> Wednesday: <u>Reading Break (No Class)</u>	
Week 8: Feb 26th & Feb 28th	Feb 26th - Monday: Midterm Exam Feb 28 th - Practice Set. Bring Laptop to class or use Computer Lab	Midterm Exam (Chapters 1 – 4, Including Appendices B & C) 1 hour 50 minutes
Week 9: Mar 4th & 6th	March 4 th – Practice Set. Bring Laptop to class or use Computer Lab March 6th – In Class Practice Set Quiz	Accounting Simulation Assignment 1 Due: Monday March 4th.
Week 10: Mar 11th & 13th	Chapter 5: Accounting for Merchandising Operations	D2L Quiz # 3 (Chapters 5 & 7) due Sunday, March 17 th at 11:59 pm
Week 11: Mar 18th & 20th	Chapter 8: Accounting for Receivables	
Week 12: Mar 25th & 27th	Chapter 9: Long-Lived Assets	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 13: Apr 1st & 3rd	Monday: <u>Easter Holiday (No Class)</u> Chapter 10: Current Liabilities & Payroll	
Week 14: Apr 8th & 10th	Review Week Quiz # 4 Wednesday: Final exam review	D2L Quiz #4 (Chapters 8, 9 & 10) due Sunday, April 14 th at 11:59 pm
Week 15: Final Exam TBD	Examination Period (3 hours comprehensive final exam).	Examination - Date & Time 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 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>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Assignment – Accounting Simulation Practice Set (5% Completion, 5% Practice Set Quiz)	10%
In-Class Participation. Participation includes in-class assessment activities. The lowest two items will be dropped from your overall grade. If a participation activity is missed, then your activity grade will be zero.	10%
Quizzes	10%
Midterm Exam	30%
Final Exam (Comprehensive)	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](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>

SCHOOL OR DEPARTMENTAL INFORMATION

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 requested and then accepted by the instructor. Please advise your instructor as promptly as possible. 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.