

COURSE SYLLABUS

COURSE TITLE: Accounting 110 Financial Accounting 1

CLASS SECTION: DH07 & D07

TERM: Winter 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Online asynchronous

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](#).

INSTRUCTOR DETAILS

NAME: Keri Norrie, PME, FCPA, FCA, CGA

EMAIL: norriek@camosun.bc.ca. You can also email me via the D2L course webpage.

OFFICE: Online office hours via Collaborate on the course D2L website

HOURS: By appointment. Due to the differing secondary school schedules (section DH07) + for Camosun students (section D07), a common time is not feasible. As a result, you can meet with me for help by appointment throughout the week. Please contact me to arrange it.

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 will be delivered online using Camosun College's Desire2Learn ("D2L") platform which you can access at **online.camosun.ca**.
- b. 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. Please see details at <https://camosun.ca/services/library/borrow>
- 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.
- d. The midterm and final exam will be written via D2L.

For dual credit secondary school students (Section DH07), you will write the midterm and final exam at your school or at Camosun College if you prefer.

For Camosun students in the D07 subsection, exams in this course will be online, invigilated live at a scheduled time via zoom using a microphone and webcam, with the option of writing the exam on campus. Writing on campus will require the on-time completion of a course survey provided by your instructor on D2L, indicating your intention to write in person. To write the exams online, you will require a reliable computer along with a strong Internet connection, the ability to install examination lockdown software, and a private space to write your exams. You will also require a secondary device with webcam and microphone (i.e. a smartphone or tablet). Please see Camosun's Online Learning requirements at <http://camosun.ca/services/orientation/online-learning.html>. Please contact the library early in the semester if you need a loaner laptop or a wireless Internet hotspot. *It is recommended that you write the midterm and final exam on campus.*

Textbook and other materials

- e. 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.**
- f. For this asynchronous section of Acct 110 only, the textbook is **optional**. **All lesson support materials are provided on the course's D2L website.**

- g. The following textbook is optional for this asynchronous dual credit section but required for any students taking this course in other sections: *Accounting Principles, Volume 1, Ninth Canadian Edition, Weygandt et al 2022*. As well, students planning to take Acct 111 will require the above textbook in the future.

In addition, on the course website, you will have access to the following optional, free open-source textbook: Annand, D & Dauderis, H., *Introduction to Financial Accounting*, 2021-A Lyryx Version.

<https://open.bccampus.ca/browse-our-collection/find-open-textbooks/?uuid=f9171542-4af6-4d52-bb96-f6c7621dea96&contributor=&keyword=&subject=Accounting>

The solutions manuals for both above optional 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.

WEEK	ACTIVITY or TOPIC	ACTIVITY/DISCUSSION DUE DATES
Week 1 Feb 5- Feb 11** <i>Feb 4 – drop date with full refund Feb 11-drop date with partial refund</i>	Module 1-Accounting in Action	Quiz – Start up Quiz due by Sunday, Feb 11 at 11:59 pm <i>Note: This quiz on the course outline must be completed to open the rest of the course materials</i> DB – Introduction discussion board post due by Sunday, Feb 11 at 11:59 pm
Week 2 Feb 12-Feb 18**	Module 1-Accounting in Action, continued Module 2-The Recording Process	Assignment #1-initial – Assignment 1 initial attempt by Sunday, Feb 18 at 11:59 pm
Week 3 Feb 19-Feb 25 <i>Reading Break at Camosun</i>	Module 2-The Recording Process, continued	Assignment #1-debrief – Assignment 1 debrief by Sunday, Feb 25 at 11:59 pm Quiz & DB – Module 1 online quiz + Module #1 discussion board post due by Sunday, Feb 25 at 11:59 pm
Week 4 Feb 26-Mar 3**	Module 2-The Recording Process, continued Module 3 - Adjusting the Accounts	Quiz & DB – Module 2 online quiz + Module #2 discussion board post due by Sunday, Mar 3 at 11:59 pm Assignment #2-initial – Assignment 2 initial attempt by Sunday, Mar 3 at 11:59 pm
Week 5 Mar 4- Mar 10**	Module 3 - Adjusting the Accounts, continued Module 4- Completion of the Accounting Cycle	Quiz & DB – Module 3 online quiz + Module #3 discussion board post due by Sunday, Mar 10 at 11:59 pm Assignment #2-debrief – Assignment 2 debrief by Sunday, Mar 10 at 11:59 pm

WEEK	ACTIVITY or TOPIC	ACTIVITY/DISCUSSION DUE DATES
Week 6 Mar 11-Mar 17**	<p>Midterm</p> <p>1) for Camosun students section D07:</p> <ul style="list-style-type: none"> Friday, March 15, 1:30 start <i>if writing online</i> with live supervision (additional earlier times may be required depending on the number of online writers); Friday, March 15, 2:30 start in <i>CBA 219 if writing on campus</i>; <p>2) for dual credit students section DH07, times and dates TBA with each secondary school;</p>	Midterm
Mar 18-April 2	No classes – March Break + Good Friday and Easter Monday	
Week 7 Apr 3- Apr 7**	<p>Module 4- Completion of the Accounting Cycle, continued</p> <p>Introduce Work on Lucia’s Mystery Mansion Escapes project & sales taxes</p>	<p>Quiz & DB – Module 4 online quiz + Module #4 discussion board post due by Sunday, Apr 7 at 11:59 pm</p> <p>Project- Work on Lucia’s Mystery Mansion Escapes project</p>
Week 8 Apr 8- Apr 14**	Module 7: Internal Control and Cash	Project Submission – 1 st draft up to posting to the unadjusted trial balance (journal entries, posting to general ledger and subledger, and bank reconciliation with any entries by Sunday, April 14, 2023
Week 9 Apr 15 – Apr 21****	Module 7: Internal Control and Cash, continued	<p>Quiz & DB – Module 7 online quiz + Module #7 discussion board post due by Sunday, Apr 21 at 11:59 pm</p> <p>Project Submission- Final Version - Lucia’s Mystery Mansion Escapes project due by Sunday, April 21 at 11:59 pm</p>
Week 10 Apr 22-Apr 28**	Module 8: Accounting for Receivables	Work on Assignment #3 and Module 8
Week 11 Apr 29-May 5**	<p>Module 8: Accounting for Receivables, continued</p> <p>Module 5: Accounting for Merchandising Operations</p>	<p>Quiz & DB – Module 8 online quiz + Module #8 discussion board post due by Sunday, May 5 at 11:59 pm</p> <p>Assignment #3-initial– Assignment 3 initial attempt by Sunday, May 5 at 11:59 pm</p>
Week 12 May 6-May 12**	<p>Module 5: Accounting for Merchandising Operations, continued</p> <p>Module 9: Long-Lived Assets</p> <p>Data Analysis</p>	<p>Quiz & DB – Module 5 online quiz + Module #5 discussion board post due by Sunday, May 12 at 11:59 pm</p> <p>Assignment #3-debrief– Assignment 3 debrief by Sunday, May 12 at 11:59 pm</p>

WEEK	ACTIVITY or TOPIC	ACTIVITY/DISCUSSION DUE DATES
Week 13 May 13-May 19	Module 9: Long-Lived Assets, continued Module 10: Current liabilities and Payroll	Work on Assignment #4 and Module 9 DB –Module #9 discussion board post due by Sunday, May 19 at 11:59 pm
Week 14 May 20-May 26** <i>May 24-last day to withdraw without academic penalty</i>	Module 10: Current liabilities and Payroll, continued Review	Quiz & DB –Module 9 & 10 online quiz + Module #10 discussion board post due by Sunday, May 26 at 11:59 pm Assignment #4-initial – Assignment 4 initial attempt by Thursday, May 23 at 11:59 pm Assignment #4-debrief – Assignment 4 debrief by Sunday, May 26 at 11:59 pm
May 27-June 2**	Final exam during this period 1) for Camosun students section D07: <ul style="list-style-type: none"> • <u>Friday, May 31, 11:00-2:00 pm <i>if writing online</i> with live supervision</u> (additional earlier times may be required depending on the number of online writers); • <u>Friday, May 31, 1:00-4:00 CBA room TBA <i>if writing on campus</i></u>; 2) for dual credit students section DH07, times and dates TBA with each secondary school;	Final Exam

**indicates weeks when in-person dual credit secondary school visits can be arranged

***indicates an in-person dual credit secondary school visit may be possible but it depends on the final exam schedule which occurs this week for other Camosun courses. This schedule was not yet available at the time of this outline.

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
<p>a. Assignments</p> <p>To provide practical experience you will be completing four assignments using Excel. The assignments will be submitted to the Assignment drop box in D2L. An initial submission and revised response with debrief are both required to earn marks. Your best three assignment grades will be used. Your lowest assignment grade will be dropped. If you miss an assignment submission, it will be used as the dropped mark. Further instructions will be provided on D2L.</p>	9%
<p>b. Quizzes</p> <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. The mark of the best seven quizzes will be included in your grade. If you miss a quiz for whatever reason, then that quiz grade will be zero. 	1% 7%
<p>c. Project</p> <p>A project providing hands-on experience with the accounting for a small business will be completed, using Excel, during the course.</p>	13%
<p>d. Exams</p> <p>The midterm (25%) and final exam (40%). Details regarding the structure of each exam will be provided during the course. You will need strong internet, a webcam, and a microphone for these examinations, unless otherwise arranged with your secondary school if you are a dual credit student.</p>	25% 40%
<p>e. D2L discussion board posts</p> <p>To apply the concepts to your real-life experience, you will complete nine discussion board posts that relate the concepts to your understanding and application. The posts must be complete per the instructions, well-written and professional, and reflect your understanding applied to the material.</p>	5%
<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 Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</p>	<p style="text-align: right;">TOTAL</p> <p style="text-align: right;">100%</p>

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.

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.

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

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.
