

COURSE SYLLABUS



COURSE TITLE: Acct 110 – Financial Accounting 1

CLASS SECTION: D09

TERM: Winter 2024

COURSE CREDITS: 3.0

DELIVERY METHOD(S): Asynchronous

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: Tiffany Francois, CPA, CA

EMAIL: Francoist@camosun.ca

OFFICE: CBA279A

HOURS: 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): 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 095 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 C in ENGL 090 - 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

D2L Website: The D2L website contains course materials including the solutions manual, course notes, quizzes and assignments. In addition, additional materials and updates are provided throughout the course so you should check D2L frequently.

Go to the D2L website, click on the following link: <http://online.camosun.ca/> We recommend bookmarking this link.

Text: *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**

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, I recommend a financial calculator (since you will require it in later courses). Cellular phones may not be substituted for calculators. Calculators will be required for quizzes, mid-term and final exam.

For students in online sections

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.

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 8 - 14	Introduction and Chapter 1: Accounting in Action, Analysing Transactions	<i>D2L Chapter 1 Quiz and DP #1 due Sunday January 14th at 11:59pm.</i>
Week 2 Jan 15 - 21	Chapter 2: The Recording Process	<i>D2L Chapter 2 Quiz and DP #2 due Sunday January 21st at 11:59pm.</i>
Week 3 Jan 22 - 28	<i>Intro to simulation</i> Chapter 3: Adjusting the Accounts	<i>D2L Chapter 3 Quiz and DP #3 due Sunday January 28th at 11:59pm.</i>
Week 4 Jan 29 – Feb 4	Chapter 3 continued <i>Simulation working class</i>	<i>Simulation Checkpoint 1 due February 4th</i>
Week 5 Feb 5 - 11	Chapter 4: Completion of the Accounting Cycle	<i>D2L Chapter 4 Quiz and DP #4 due Sunday Feb 11th at 11:59pm.</i>
Week 6 Feb 12 - 18	Simulation working time Midterm Preparation	
Week 7 Feb 19 - 25	Reading Week	<i>No Classes</i> <i>Simulation Checkpoint 2 due February 18th</i>
Week 8 Feb 26 – March 3	MIDTERM (date TBD)	Midterm Exam (Chapter 1 -4, including appendices B & C) No class after midterm
Week 9 March 4 – 10	Chapter 7: Internal Control and Cash	Accounting Simulation Due March 10th
Week 10 March 11 - 17	Chapter 7 continued Intro to Corporations	Practice Set Test due Friday March 15th <i>D2L Chapter 7 Quiz and DP #5 due Sunday March 17th at 11:59pm</i>
Week 11 March 18 - 24	Chapter 8: Accounting for Receivables	<i>D2L Chapter 8 Quiz and DP #6 due Sunday March 24th at 11:59pm.</i>
Week 12 March 25 - 31	Chapter 5: Accounting for Merchandising Operations	<i>D2L Chapter 5 Quiz and DP #7 due Sunday March 31st at 11:59pm.</i>
Week 13 April 1 - 7	Stat Holiday – Monday April 1 Chapter 9: Long-Lived Assets	Assignment due Friday April 5th at 11:59pm <i>D2L Chapter 9 Quiz and DP #8 due Sunday April 7th at 11:59pm.</i>
Week 14 April 8 - 14	Chapter 10: Current Liabilities & Payroll Final Exam Preparation	<i>D2L Chapter 10 Quiz and DP #9 due Friday April 12th at 11:59pm.</i>
April 15 - 23 Final Exam Period. Exact Exam time and location TBA. DO NOT BOOK ANY FLIGHTS OR TRAVEL PLANS UNTIL THE EXAM 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 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
<p>a. D2L Quizzes</p> <p><i>Module Quizzes</i> 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.</p>	10%
<p>b. Project</p> <p>A project providing hands-on experience with the accounting for a small business will be completed, using Excel, during the course. The project will focus on the course content included in the midterm. The project will be graded as 5% relating to completion and a 5% practice set test.</p>	10%
<p>c. Exams</p> <p>The midterm (30%) and final exam (40%). Details regarding the structure of each exam will be provided during the course. Exams will be written on campus.</p>	30% 40%
<p>d. D2L discussion board posts</p> <p>To apply the concepts to your real-life experience, you will complete ten 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. The mark for your best nine posts will be included in your grade. If you miss a post for whatever reason, then that discussion board post grade will be zero.</p>	5%
<p>e. Assignment</p> <p>The assignment will focus on the course content post midterm. The assignment will be submitted to the Assignment drop box in D2L. <u><i>An initial submission and revised response with debrief are both required to earn marks.</i></u> Further instructions will be provided on D2L.</p>	5%
<p style="text-align: right;">TOTAL</p>	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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

The expectation for this course is that all work submitted by students will be generated by the students themselves, working individually. Students should not have another person/entity do the writing of any substantive portion of an assignment for them, which includes hiring a person or a company to write assignments and using artificial intelligence tools like ChatGPT.

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 submitted and then accepted by the instructor. Please advise your instructor promptly.

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

Support Service	Website
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.