

COURSE SYLLABUS



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| COURSE TITLE: | Acct 110 |
| CLASS SECTION: | D10 |
| TERM: | Fall 2023 |
| COURSE CREDITS: | 3 |
| DELIVERY METHOD(S): | Online – 14 weeks 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](#).

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

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: | Andrew Dean |
| EMAIL: | deana@camosun.bc.ca |
| OFFICE: | CBA 261 |
| HOURS: | Immediately following lectures 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.

PREREQUISITES:

One of:

- C in English 12
- C in Camosun Alternative

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

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 owner's equity.

By the end of the course, a student should be able to:

- Describe the accounting principles;
- Prepare all steps in the accounting cycle;
- Analyze source documents to determine effect on business entity;
- Journalize general, adjusting and closing entries for sole proprietorships;
- Prepare accurate, basic financial statements for sole proprietorships (excluding Cash Flow Statements);
- Analyze information in financial statements in order to make business decisions;
- Account for the following business processes: merchandise operations, receivables, capital assets, current liabilities and payroll;
- Identify situations when internal controls are needed in cash account transactions and recommend the best control in a variety of specific circumstances;
- Prepare bank reconciliation statements; and
- Account for the purchase, use and disposal of capital assets, using various amortization methods.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

(a) Accounting Principles, Volume 1, **9th** Canadian Edition, Weygandt et al. 2019.

NOT REQUIRED: WileyPlus is optional.

Provided In Class: Accounting Practice Set (Also called Accounting Simulation)

(b) A calculator is required for each class and tests. (Non-programmable – Recommend the BA2+)

(c) Quizzes and examinations will be written online. You will require a reliable computer, a strong internet connection, ability to install examination lockdown software, webcam and microphone on your laptop, and a second device with webcam (i.e. a smartphone or tablet.) The examinations are supervised with examination protocols which will need to be assessed prior to the examination.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

All content provided in the course is protected and may not be shared, uploaded or distributed.

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

| Week | Dates | Syllabus | Text | Deliverables & Due Dates |
|------|-----------|--|------|---|
| 1 | Sep 5-8 | Unit 1: Intro to Accounting (Ch 1) - Business Structures - Accounting Framework & equation - Transactions - Accounts - Statements | Ch1 | |
| 2 | Sep 11-15 | Unit 2: The Recording Process (Ch 2) - Journal Entries - The Accounting Cycle - Posting General Ledger - Unadjusted Trial Balance | Ch2 | |
| 3 | Sep 18-22 | Unit 3: Adjusting the Accounts (Ch 3) - Matching Principals - Adjusting Accounts - Adjusting Entries - Adjusted Trial Balance | Ch3 | |
| 4 | Sep 25-29 | Unit 4: Completion of the Accounting Cycle (Ch 4) - Closing Procedures - Closing Entries - Statements (extra practice) | Ch4 | |
| 5 | Oct 2-6 | Week 5 is dedicated to studying and preparing for the midterm exam | | Quizzes 1, 2, 3 & 4 Due Oct 10 11:00pm 2 attempts per quiz NO EXTENSIONS Solutions released Oct 11 |
| 6 | Oct 9-13 | Midterm Exam - Content is cumulative to date - Exam held synchronously using live proctoring and proctoring software. - One letter sized study sheet allowed (8.5x11 inches, double sided) | | Midterm: Oct 13: 6:00pm |
| 7 | Oct 16-20 | Week 7 is dedicated to: 1) Reviewing the midterm exam; and, 2) Starting and finishing the practice set | | Practice set: Due Oct 20 11:00pm |
| 8 | Oct 23-27 | Unit 5: Acct. for Merchandising Operations (Ch 5) - Discounts - Returns & Allowances - Inventory | Ch5 | |

| | | | | |
|-----------|----------------|--|------|---|
| | | - Sales Tax | | |
| 9 | Oct 30- Nov 3 | Unit 6: Internal Control & Cash (Ch 7) - General Control Issues - Bank Reconciliations | Ch7 | |
| 10 | Nov 6-10 | Unit 7: Accounts Receivable (Ch 8) - AR Aging Schedule - Notes Receivable - Bad Debt Expense - Allowance for Doubtful Accounts - Intro to Ratios | Ch8 | |
| 11 | Nov 13-17 | Unit 8: Long-Term Assets (Ch 9) - Asset Transactions - Depreciation - Intangible Assets | Ch9 | |
| 12 | Nov 20-24 | Unit 9: Current Liabilities & Payroll (Ch 10) - Determinable Liabilities - Uncertain Liabilities - Payroll Transactions | Ch10 | |
| 13 | Nov 27-Dec 1 | Unit 9: Continued Unit 10: Introduction to Corporations Review and practice for final exam | | |
| 14 | Dec 4-8 | Catching up and review/practice for final exam | | Quizzes 5, 6, 7, 8, 9: Due Dec 9 @ 11:00pm 2 attempts per quiz NO EXTENSIONS Solutions released Dec 10 |
| Exam Week | Dec 11- Dec 19 | Final Exam - Date and time TBA - Content is cumulative to date - Exam held online - One letter sized study sheet allowed (8.5x11 inches, double sided) Final Exam Date: Please refer to exam schedule that will be posted by the school of business (typically posted by mid semester) | | Final Exam |

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 |
|--------------|-------------------|
| D2L Quizzes | 20% |
| Practice Set | 5% |
| Midterm Exam | 35% |
| Final Exam | 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](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>

SCHOOL OR DEPARTMENTAL INFORMATION

Grade Schema:

| Percentage | Grade | Description | Grade Point Equivalency |
|------------|-------|---|-------------------------|
| 90-100 | A+ | | 9 |
| 85-89 | A | | 8 |
| 80-84 | A- | | 7 |
| 77-79 | B+ | | 6 |
| 73-76 | B | | 5 |
| 70-72 | B- | | 4 |
| 65-69 | C+ | | 3 |
| 60-64 | C | | 2 |
| 50-59 | D | Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite. | 1 |
| 0-49 | F | Minimum level has not been achieved. | 0 |

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.

- 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.
- 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.

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 <http://camosun.ca/students/>.

| Support Service | Website |
|-------------------------------------|--|
| Academic Advising | http://camosun.ca/advising |
| Accessible Learning | http://camosun.ca/accessible-learning |
| Counselling | http://camosun.ca/counselling |
| Career Services | http://camosun.ca/coop |
| Financial Aid and Awards | http://camosun.ca/financialaid |
| Help Centres (Math/English/Science) | http://camosun.ca/help-centres |
| Indigenous Student Support | camosun.ca/programs-courses/iecc/indigenous-student-services |
| International Student Support | http://camosun.ca/international/ |
| Learning Skills | http://camosun.ca/learningskills |
| Library | http://camosun.ca/services/library/ |
| Office of Student Support | http://camosun.ca/oss |
| Ombudsperson | http://camosun.ca/ombuds |
| Registration | http://camosun.ca/registration |
| Technology Support | http://camosun.ca/its |
| Writing Centre | http://camosun.ca/writing-centre |

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

<http://camosun.ca/services/accessible-learning/>

Academic Progress

Please visit https://www.camosun.ca/sites/default/files/2021-05/e-1.1_0.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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

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 reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<https://camosun.ca/registration-records/policies-and-procedures-students/registration-policies-students>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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: <http://www.camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/sexual-violence. 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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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.

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.