

COURSE SYLLABUS



COURSE TITLE:	Acct 110 Introductory Financial Accounting 1
CLASS SECTION:	Acct-110-D11
TERM:	Fall 2022
COURSE CREDITS:	3
DELIVERY METHOD(S):	Online asynchronous

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and WSÁNEĆ 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:	Shaun Price, EMBA, CPA, CA, CIA, CRMA, CGAP
EMAIL:	PriceS@camosun.bc.ca
OFFICE:	N/A
HOURS:	Mondays 4:45pm – 5:45pm (Virtual meeting 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 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

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

1. Describe the accounting principles;
2. Prepare all steps in the accounting cycle;
3. Analyze source documents to determine effect on business entity;
4. Journalize general, adjusting and closing entries for sole proprietorships;
5. Prepare accurate, basic financial statements for sole proprietorships (excluding Cash Flow);
6. Analyze information in financial statements in order to make business decisions;
7. Account for the following business processes: merchandise operations, receivables, capital assets, current liabilities and payroll;
8. Identify situations when internal controls are needed in cash account transactions and recommend the best control in a variety of specific circumstances;
9. Prepare bank reconciliation statements; and
10. 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: <https://online.camosun.ca/d2l/home/> We recommend bookmarking this link.

To login to D2L, your user name will be your student number (including the leading CO) and the password will be your birthdate as mmddyy which you will be required to change that password right away.

- Textbook
Weygandt, J.; Kieso, D.; Kimmel, B.; Trenholm, B.; Warren, V.; Novack, L. (2019). Accounting Principles, Volume 1, (8th Canadian Edition). Toronto, Canada: John Wiley & Sons Canada Ltd.
The electronic textbook is available from Wiley at <https://www.wileyplus.com/student-register/>
The correct course section code to use for Wiley is A01876
Note: On the Wiley website, you have the option for a 14-day free access to the website which includes the electronic textbook.
The electronic textbook is also available from the bookstore:
https://www.camosuncollegebookstore.ca/buy_access_codes.asp
- Dickson, J. (2022). Winnie's Windows: An Accounting Simulation. Victoria, Canada: Camosun College. ALL materials for the Simulation will be provided online.
- Other – a calculator.

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	OTHER NOTES
1	Introduction to Accounting and Business	Chapter 1 Online Quiz #1
2	Analyzing Transactions	Chapter 2 Online Quiz #2
3	The Adjusting Process	Chapter 3 Online Quiz #3
4	Test #1	Saturday 7-8pm PST
5	Completing the Accounting Cycle	Chapter 4 Online Quiz #4
6	Midterm Chapters 1 - 4	Saturday 7-8:30pm PST
7	Winnie's Windows: An Accounting Simulation	Practice Simulation
8	Internal Controls and Cash	Chapter 7 Online Quiz #5
9	Accounting for Merchandising Business	Chapter 5 Online Quiz #6
10	Receivables	Chapter 8 Online Quiz #7
11	Test #2	Saturday 7-8pm PST
12	Property, Plant and Equipment and Long-Term Liabilities	Chapter 9 Online Quiz #8
13	Current Liabilities and Payroll	Chapter 10 Online Quiz #9
14	Final Exam Review	

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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Nine Online Quizzes – 1% each	9%
Winnie's Windows: An Accounting Simulation (5% participation and 5% Simulation deliverable)	10%
Two Tests - 8% each	16%
Midterm Exam	25%

DESCRIPTION	WEIGHTING
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>

COURSE GUIDELINES & EXPECTATIONS

This is an asynchronous, online course and it is expected that students have a microphone and webcam along with a strong Internet connection. Exams will be either in-person or online (invigilated live or through monitoring software using a microphone and webcam). 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.

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.

SCHOOL OR DEPARTMENTAL INFORMATION

School of Business
 4461 Interurban Rd
 Victoria, BC, V9E 2C1

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>

Support Service	Website
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	http://camosun.ca/indigenous
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 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](http://camosun.ca/services/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 Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <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" (<http://camosun.ca/learn/calendar/current/procedures.html>) 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://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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 250-3703841

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.

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.