

COURSE SYLLABUS



COURSE TITLE: Acct 111
CLASS SECTION: 002
TERM: Fall 2023
COURSE CREDITS: 3
DELIVERY METHOD(S): In-Person Instruction

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](#).

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: Ryan Sykes
EMAIL: sykesr@camosun.ca
OFFICE: CBA 257
HOURS: By Appointment, virtual meetings available

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

Preparation of cash flow statements and analysis of financial statements for sole proprietorships, partnerships and corporations. In depth study of accounting principles, cash, receivables, inventories, capital assets, current and long-term liabilities and investments and shareholders equity. Completion of a computerized bookkeeping practice set.

PREREQUISITES: C in ACCT 110
CO-REQUISITE(S): n/a
EXCLUSION(S): n/a

COURSE LEARNING OUTCOMES / OBJECTIVES

General: The course includes the preparation of cash flow statements and analysis of financial statements for sole proprietorships, partnerships and corporations. The course also covers an in-depth study of accounting principles, cash, receivables, inventories, capital assets, current and long-term liabilities, investments, and shareholders' equity. Students will complete a computerized deliverable in Excel.

After successful completion of Acct 111, students will be able:

- Prepare and analyze financial statements including cash flow statements for sole proprietorships, partnerships and corporations.
- Account for inventory transactions, using FIFO, and Weighted Average cost flow assumptions.
- Account for shareholder's equity and share transactions.
- Calculate Earnings per Share.
- Account for long-term liability transactions, using both the straight-line and the effective interest method to calculate interest expense.
- Account for basic short-term, and long-term investment transactions.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- (a) Textbook: Accounting Principles Volume 2 Ninth Canadian Edition. Weygandt, Kieso, Kimmel, Trenholm, Warren, Novak, Wiley, 2023

NOT REQUIRED: WileyPlus is not required

- (b) A calculator is required for each class and tests. (Non-programmable – Recommend the BA2+)
- (c) Quizzes will be written online in D2L. You will require a reliable computer with a strong internet connection.

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.

The evening version of this course includes two hours and fifty minutes of in-person instruction. In addition to attendance, students are expected to access online materials available on the course D2L site and ensure that sufficient homework is completed to make up the additional 50 minutes of day class coverage.

WEEK	DATE RANGE	TOPIC	ASSIGNED READING - CHAPTERS	OTHER NOTES
1	September 5-10	No Class – College Closed for Labour Day	Review ACCT 110	D2L Quiz – Start up Quiz due by Sunday, Sept 7 th at 11:59 pm (Note: This quiz on the course outline must be completed to open the rest of the quizzes.)
2	Sept 11 - 17	Unit 1: Intro & Partnerships	Ch12	D2L Quiz – Review Acct 110 due by Sunday, September 17 th at 11:59 pm D2L Quiz – Chapter 12 due by Sunday, September 17 th at 11:59 pm
3	Sept 18 - 24	Unit 2: Corporations	Ch13&14	
4	Sept 25 – Oct 1	No Class – College Closed for Truth and Reconciliation		
5	Oct 2 - 8	No Class – College Closed for Thanksgiving		
6	Oct 9 - 15	Unit 2: Corporations Unit 3: Long Term Liabilities	Ch13&14 Ch15	D2L Quiz – Chapter 13 & 14 due by Sunday, October 15 th at 11:59 pm
7	Oct 16 - 22	Unit 3: Long Term Liabilities	Ch 15	D2L Quiz – Chapter 15 due by Sunday, May 21 at 11:59 pm
8	Oct 23 - 29	Midterm Exam		Midterm Exam October 23 Chapters 12 – 15
9	Oct 30 – Nov 5	Unit 4: Investments	Ch16	
10	Nov 6 - 12	Unit 4: Investments Unit 5: Statement of Cash Flows	Ch17	D2L Quiz – Chapter 16 due by Sunday, November 12 th at 11:59 pm
11	Nov 13 - 19	No Class – College Closed for Remembrance Day		
12	Nov 20 - 26	Unit 5: Statement of Cash Flows	Ch 17	D2L Quiz – Chapter 17 due by Sunday, Nov 26 th at 11:59 pm
13	Nov 27 – Dec 3	Unit 6: Inventory	Ch5&6 PDF	D2L Quiz – Chapter 5/6 due by Sunday, Dec 3 rd at 11:59 pm
14	Dec 4 - 10	Unit 7: Financial Statement Analysis	Ch18	D2L Quiz – Chapter 18 due by Sunday, Dec 10 th at 11:59 pm
Dec 11-19, F2023 Final Exam Period. Exact time and location 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](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
D2L Quizzes	25%
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>

D2L Module Quizzes:

- 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.
- Chapter Quizzes: To assist your understanding of the course concepts and application, you will complete eight online chapter quizzes. You have multiple attempts at each quiz. If you miss a quiz for whatever reason, then that quiz grade will be zero.

Exams:

The midterms (35%) and final exam (40%) are in-person at Camosun College Interurban Campus.

The midterms are approximately two (2) hours in length and the final exam is three (3) hours. The midterms and final exam are closed book. The materials permitted in an exam are a calculator, pen or pencil, highlighter, and eraser. Students may also bring in a student-prepared 8.5x11 reference sheet (midterm 1-sided; final exam 2-sided). The reference sheet must be handwritten and independently prepared. No numerical examples may be included in the notes. Any violation of the requirements will result in confiscation of the notes as well as potential academic consequences.

Show all calculations. There are no marks providing only the correct answer. Marks are only awarded for fully supported/explained responses. This includes responses to questions without calculations. This policy applies to homework/assignments, quizzes, exams and any other submissions.

COURSE GUIDELINES & EXPECTATIONS

This is a fast-paced course and students are expected to be prepared for class. There will be handouts for each chapter that should be printed out and brought to class to work through. All work in this course must be your own work.

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.

- 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.

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/

Support Service	Website
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.