

COURSE SYLLABUS



COURSE TITLE: Acct 161 – Financial Management

CLASS SECTION: 003

TERM: Fall 2023

COURSE CREDITS: 3.0

DELIVERY METHOD(S): In-person Monday (2:30 – 4:20) and Thursday (10:30 – 12:20) Lansdowne Campus
Young 201

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](#).

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: Tiffany Francois, CPA, CA

EMAIL: Francoist@camosun.ca

OFFICE: TBD

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

This course enables learners to develop the fundamental financial management skills needed in any business context. Cases and problems will be used to apply the techniques to business situations.

<https://colss-prod.ec.camosun.ca/Student/Courses/Search?keyword=ACCT+161>

PREREQUISITE(S):

One of: C in English 12 C in English Studies 12 C in English 12 First Peoples C in Literary Studies 12 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 - Must be completed prior to taking this course

COURSE LEARNING OUTCOMES / OBJECTIVES

In this course, you will complete all the steps of the accounting cycle culminating in the preparation and analysis of financial statements for sole proprietorships.

After successful completion of this course, you will be able:

- Apply fundamental financial management concepts and techniques to typical business decisions in accordance with acceptable business practice.
- Prepare and analyze financial information using relevant generally accepted standards.
- Integrate financial information with other business functions.
- Demonstrate effective communication skills when working with financial professionals and management.

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: Financial Management Acct 161 custom text. The course uses a customized textbook sold through the bookstore. This section only uses the textbook, no additional Wiley Plus add-ons are required.

Simulation: Pablo's Promotions: An Accounting Simulation. Victoria, Canada: Camosun College. *ALL materials for the Simulation will be provided online. Your mark for the simulation will be a combination of participation, final submission and completion quiz.*

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.

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.

Date	Mon 2:30pm – 4:20pm / Thurs 10:30am – 12:20pm	Student Deliverables and Due Dates
Week 1 Sep 4 - 10	Stat Holiday – Mon Sep 4 – College Closed Introduction & Course Expectations Unit 1 – Chapter 1: Transaction Analysis & Financial Statements	D2L Quiz MANDATORY – Academic Integrity MUST be completed by Sun Sep 10 – 11:59pm
Week 2 Sep 11 - 17	Unit 2 - Chapter 2: The Recording Process & Financial Statements	D2L Quiz 1 (Chapter 1) due Mon 11:59pm Discussion Post #1 – due Sun 11:59pm
Week 3 Sep 18 - 24	Practice Set – Introduction, Journal Entries, Posting, Unadjusted Trial Balance LAB classes	D2L Quiz 2 (Chapter 2)– due Mon 11:59pm
Week 4 Sep 25 – Oct 1	Unit 3 - Chapter 3: Adjusting the Accounts	Practice Set #1- Journal Entries Excel Checkpoint 1 – Due Thurs – 11:59pm Reflection 1 Due Sun – 11:59pm
Week 5 Oct 2 - 8	Stat Holiday – Sat Sep 30th – College Closed Mon Oct 2 Practice Set – Adjusting Journal Entries LAB class	D2L Quiz 3 (Chapter 3)– due Mon 11:59pm Discussion Post #2 – due Sun 11:59pm
Week 6 Oct 9 - 15	Stat Holiday – Mon Oct 9 – College Closed Unit 4 - Chapter 4: Classified Balance Sheet & Closing Entries Practice Set – Financial statements and bank rec	Practice Set #2 – Adjusted Trial Balance Excel Checkpoint 2 – Due Thurs – 11:59pm Reflection 2 Due Sun – 11:59pm
Week 7 Oct 16 - 22	Midterm Review MIDTERM – Thursday (LAB CLASSROOM)	D2L Quiz 4 (Chapter 4) – due Mon 11:59pm
Week 8 Oct 23 - 29	Unit 5 - Chapter 7A: Bank Reconciliations & Internal Controls Practice Set –Checkpoint 3 completion THURS – LAB class	Discussion Post #3 – due Sun 11:59pm
Week 9 Oct 30 – Nov 5	Unit 6 - Chapter 18: Financial Statement Analysis	D2 Quiz 5 (Chapter 7A) – due Mon 11:59pm Practice Set #3 –Complete FS and Bank Rec Excel Checkpoint 3 – due Thurs – 11:59pm Reflection 3 - Due Sun 11:59pm
Week 10 Nov 6 - 12	Unit 7 - Chapter 10: Budgeting Practice Set – Management Accounting Analyses THURS – LAB class	D2L Quiz 6 (Chapter 18) – due Mon 11:59pm
Week 11 Nov 13 - 19	Stat Holiday – Sat Nov 11 – College Closed Mon Nov 13 Unit 8 - Chapter 6: Decision Making - Cost Volume Profit Analysis	D2L Quiz 7 (Chapter 10) – due Mon 11:59pm Practice Set #4 Management Analyses

		Excel Checkpoint 4 – due Thurs – 11:59pm Reflection 4 – due Sun 11:59pm
Week 12 Nov 19 - 26	Unit 9 - Chapter 7B: Incremental Analysis	D2L Quiz 8 (Chapter 6) – due Mon 11:59pm Discussion Post #4 – due Sun 11:59pm
Week 13 Nov 27 – Dec 3	Practice Set – Management Accounting Analyses LAB classes	D2L Quiz 9 (Chapter 7B) – due Mon 11:59pm Discussion Post #5 – due Sun 11:59pm
Week 14 Dec 4 - 10	Final Exam Review	Practice Set #4 Management Analyses Excel Checkpoint 4 – due Thurs – 11:59pm Reflection 4 – due Sun 11:59pm

December 11-19th, 2023 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
Practice Set	10%
Discussion Posts	5%
Online D2L Chapter Quizzes	15%
Midterm Exam	35%
Final Exam	35%
	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](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.
<https://camosun.ca/sites/default/files/2021-05/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
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

Support Service	Website
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

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:

<https://camosun.ca/services/academic-supports/accessible-learning>

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.