

COURSE SYLLABUS



COURSE TITLE:	ACCT 161 Financial Management
CLASS SECTION:	004 Monday/Wednesday, 10:30am-12:20pm
TERM:	Winter 2023
COURSE CREDITS:	3
DELIVERY METHOD(S):	Face-to-face, Interurban Campus, CBA 211

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://legacy.camosun.ca/covid19/index.html>.

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: Michelle Lysak, CPA, CA, MBA, BAcc
EMAIL: lysakm@camosun.bc.ca
OFFICE: CBA 267
HOURS: Wednesday 9:30am-10:20am or by appointment (virtual or face-to-face)

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>

COURSE LEARNING OUTCOMES / OBJECTIVES

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

- 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

- a) **Text: Customized Textbook.** The course uses a customized textbook sold through the bookstore. This section only uses the textbook, no additional Wiley Plus add-ons are required.
- b) **Calculator:** If you will be taking additional financial accounting courses, I strongly 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 all assignments, projects, quizzes, mid-term and final exam.

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	Units/Topics	Student Deliverables and Due Dates
Week 1 Jan 9 – 15	Introduction & Course Expectations Unit 1 – Chapter 1: Transaction Analysis & Financial Statements	MANDATORY – Academic Integrity Quiz – MUST complete to OPEN course content. Must be completed by Wed Jan 11 – 11:59pm
Week 2 Jan 16 - 22	Unit 2 - Chapter 2: The Recording Process & Financial Statements	Discussion Post #1 – due Sun 11:59pm
Week 3 Jan 23 - 29	Practice Set – Introduction, Journal Entries, Posting, Unadjusted Trial Balance Lab Day - Wednesday Jan 25 – CBA 201	D2L Quiz 1 (Units 1&2)– due Sun 11:59pm
Week 4 Jan 30 – Feb 5	Unit 3 - Chapter 3: Adjusting the Accounts	Practice Set #1- Journal Entries Excel Checkpoint 1 – Due Tues – 11:59pm Reflection 1 Due Fri – 11:59pm
Week 5 Feb 6 - 12	Adjusting journal entries, Adjusted Trial Balance Lab Day – Wednesday Feb 8 – CBA 201	Discussion Post #2 – due Sun 11:59pm
Week 6 Feb 13 - 19	Unit 4 - Chapter 4: Classified Balance Sheet & Closing Entries Unit 5 - Chapter 7A: Bank Reconciliations & Internal Controls Final exam dates to be posted by Registrar’s office	Practice Set #2 – Adjusted Trial Balance Excel Checkpoint 2 – Due Tues – 11:59pm Reflection 2 Due Fri – 11:59pm D2L Quiz 2 (Units 3&4) – due Sun 11:59pm
Week 7 Feb 20 - 26	READING BREAK	D2L Quiz Practice Quiz (Unit 5) – available until Sun 11:59pm
Week 8 Feb 27 – Mar 5	Lab Day – Monday Feb 27 – CBA 219 Midterm Review	Practice Set #3 –Complete FS and Bank Rec Excel Checkpoint 3 – due Tues – 11:59pm Reflection 3 - Due Fri 11:59pm
Week 9 Mar 6 -12	MIDTERM – Monday Mar 6 – CBA 219 Unit 6 - Chapter 5 (18) – Financial Statement Analysis	
Week 10 Mar 13 - 19	Practice Set –Management Accounting Analyses Lab Day – Monday Mar 13 – CBA 219 Unit 7 - Chapter 8 (10) – Budgeting	

Week 11 Mar 20 - 26	Unit 7 - Chapter 8 (10) – Budgeting Unit 8 - Chapter 6: Decision Making - Cost Volume Profit Analysis	Practice Set #4 – Management Analyses 1 Excel Checkpoint 4 – due Tues - 11:59pm Reflection 4 – due Fri 11:59pm D2L Quiz 3 (Units 6 & 7)) – due Sun 11:59pm
Week 12 Mar 27 – Apr 2	Unit 8 - Chapter 6: Decision Making - Cost Volume Profit Analysis Unit 9 -Chapter 7B: Incremental Analysis	Discussion Post #3 – due Sun 11:59pm
Week 13 Apr 3 – 9	Unit 9 -Chapter 7B: Incremental Analysis Practice Set – Management Accounting Analyses Lab Day - Wednesday Apr 5 – CBA 201 Stat Holiday – Friday, April 7 – College Closed	D2L Quiz 4 (Units 8 & 9) – due Sun 11:59pm
Week 14 Apr 10 - 14	Stat Holiday – Monday, April 10 – College Closed Final Exam Review	Practice Set #5 Management Analyses 2 Excel Checkpoint 5 – due Tues – 11:59pm Reflection 5 – due Fri - 11:59pm Discussion Post #4 – due Sun 11:59pm
A final exam for this course will be scheduled by the Registrar’s office during April 17 - 25. Please do not schedule holiday/vacation trips during this time.		

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	8%
D2L Discussion Posts	4%
Practice Set	8%
Midterm	40%
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

- (a) **The D2L website** contains course materials including the text-book solutions manual, course notes, quizzes, video demonstrations and assignments. As well, 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.

To login to D2L, your user name will be your student number (including the leading C0) and the password will be your birthdate as mmddyy - you will be required to change that password right away.

I strongly recommend setting your Camosun email account to forward to your regular email account to ensure you do not miss any important communications.

(b) **Practice Set – accounting simulation** - Work on the practice set will be done both in class and outside of class. Completion of the Practice Set is core to the understanding of financial accounting and grading will be based on participation and reflection activities. Please see me if clarification is required for this, or any other student assessment policy.

(c) **You are expected to:**

- Produce your own work in a readable, orderly, and timely manner.
- Apply professional standards of behaviour with respect to attendance, time management, positive attitude, and respect for other individuals.
- Check the website announcements on a frequent basis to be apprised of any changes. As the schedule provided is tentative, exam and assignment dates could change with little notice.

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 quizzes and exams of any kind if you performed poorly on an assignment, quiz, 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.

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>

Support Service	Website
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](#) (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 250-370-3841

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.

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.