

COURSE SYLLABUS



COURSE TITLE:	ACCT 161: Financial Management
CLASS SECTION:	D04
TERM:	F2024
COURSE CREDITS:	3.0
DELIVERY METHOD(S):	Online Synchronous: Tues 6pm – 8:50pm ONLINE Class

Camosun College campuses are located on the traditional territories of the Lək'wəḡən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME:	Susan R. Lucato, CPA CGA
EMAIL:	lucatos@camosun.ca
OFFICE:	CBA 233
HOURS:	In person: Tues/Thurs 1:30 - 2:30pm Online: Tues 5:30pm – 6pm (other times available by advance appointment, please email to request)

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 C in ENGL 090 - Must be completed prior to taking this course.

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

- Text: *Customized Textbook*.** The course uses a customized textbook sold through the bookstore. This section only uses the textbook, no additional WileyPlus add-ons are required.

Acct 161 Custom Financial Management
Weygandt ISBN 9781394158171 Copyright: 22 Edition: 2
- Computer:** Aspects of this course will require students to use Office 365 (Excel/Word) in the classroom, and therefore a laptop computer 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 for the semester, please ensure you request this early as there are limited supplies.
<https://camosun.ca/services/library/borrow>
 - Students who do not have their own computer 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.
- Calculator:** If you will be taking additional accounting and finance 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 all assignments, 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.

WEEK	TOPICS See D2L NEWS and Textbook Readings list for coverage and materials each week	Course Schedule & Due Dates
Week 1 Sep 3-8	Unit 1: Introduction to Financial Management	Course Access Quiz – due by end of Week 1 – CONTENT will NOT OPEN until quiz completed! Academic Integrity Badge – due by end of Week 3 – 1% Quiz 1 – Unit 1 content – due Sun
Week 2 Sep 9-15	Unit 2: Accounting in Action	Quiz 2 – Unit 2 content – due Sun Discussion 1 due Sun
Week 3 Sep 16-22	Unit 3: The Recording Process	Quiz 3 – Unit 3 content – due Sun Academic Integrity Badge – due Sun
Week 4 Sep 23-29	Practice Set Part 1 Sub 1 – Basic bookkeeping, journal entries and trial balance	Excel submission due Sunday
Week 5 Sep 30- Oct 6	MON Sep 30 – STAT T&R Day Unit 4: Starting and Running a Business Unit 5: Internal Controls	PS Part 1 Sub 1 – Reflection due Tuesday Quiz 4 – Unit 4 content – due Sun Discussion 2 – due Sun
Week 6 Oct 7-13	Unit 5: Cash Management & Bank Reconciliations	Quiz 5 – Unit 5 content – due Sun

Week 7 Oct 14-20	MON Oct 14 – STAT Thanksgiving MIDTERM week	Midterm
Week 8 Oct 21-27	Midterm Debrief Unit 6: Adjusting & Correcting Entries & Completing the Accounting Cycle	<i>Midterm Debrief Reflection – due Sunday</i> Discussion 3 - due Sun
Week 9 Oct 28- Nov 3	Unit 6 – continued Classified Balance Sheet Practice Set Part 1 Sub 2 – preparing adjustments, corrections, bank reconciliation & financial statements	Quiz 6 – Unit 6 content – due Sun PS Part 1 – Sub 2 Excel submission due Sunday
Week 10 Nov 4-10	Unit 7: Financial Management – the management team and decision making <i>Introduction to Management Accounting – analyzing financial statements</i> PS Part 2 Sub 3 – FS Analysis	PS Part 1 – Sub 2 Reflection due Tuesday Quiz 7 – Unit 7 content – due Sun Discussion 4 – due Sun
Week 11 Nov 11- 17	MON Nov 11 – STAT - Remembrance Day Unit 8: Budgeting – planning, preparation, cash flow budgeting and financial budgeting Practice Set Part 2 Sub 3 – FS Analysis & Budgeting	Quiz 8 – Unit 8 content – due Sun PS Part 2 – Sub 1 Excel submission due Sunday
Week 12 Nov 18- 24	Unit 9: Cost Volume Profit & Break-Even Analysis	PS Part 2 – Sub 2 Reflection due Tuesday Quiz 9 – Unit 9 content – due Sun Discussion 5 – due Sun
Week 13 Nov 25- Dec 1	Unit 10: Decision Making using Incremental Analysis Practice Set Part 2 Sub 4 – Decision making using Break Even Analysis & Incremental Analysis	Quiz 10 – Unit 10 content – due Sun PS Part 2 – Sub 4 Excel due Sunday
Week 14 Dec 2-8	Final Exam Review	PS Part 2 – Sub 4 Reflection due Tuesday Discussion 6 - due Sun
Exam Week Dec 9-17	FINAL EXAM (comprehensive) – Date is set by College – date released by College mid-October	Final Exam Course Feedback Survey Optional – Closes end of exam period – Please do not book travel during this time

The online evening version of this course includes up to two hours and fifty minutes of synchronous 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.

Exams in this course will be online, invigilated through monitoring software using a microphone and webcam. **You will require a reliable computer with a microphone and webcam along with a strong Internet connection, the ability to install examination lockdown software, and a private space to write your exams.** 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.

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. 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
Course Overview & Academic Integrity Quiz	0.5%
Camosun College Academic Integrity Badge Completion	1%
D2L Chapter Quizzes (lowest 1 score dropped)	17.5%
D2L Discussion Posts (lowest 1 score dropped)	6%
Practice Set	8%
Midterm (Units 1-5) (100 Minutes)	30%
Midterm Debrief	2%
Final Exam (Comprehensive) (180 Minutes)	35%
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 policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf	TOTAL 100%

COURSE GUIDELINES & EXPECTATIONS

- (a) ***Mandatory Attendance for First Class Meeting*** This section of **ACCT 161** requires mandatory attendance for the first in-person class meeting of the 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. For more information, please see the "Attendance" section under "Registration Policies for Students" [Registration Policies for Students | Camosun College](#)
- (b) ***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.

- (c) ***Practice Set – accounting simulation*** - Completion of the Practice Set is core to the understanding of financial & management accounting and grading will be based on participation and reflection activities. This simulation requires the use of Excel.

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 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>

Chat GPT and other AI tools All work in this course must be prepared by you. Use of AI tools is not permitted.

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

Support Service	Website
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

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.