



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2021

BA1110 E3: INTRODUCTION TO ACCOUNTING – 3 (3-0-2) 75 Hours for 15 Weeks

INSTRUCTOR: Nicholas Whalen **PHONE:** (780) 539-2947
OFFICE: C416 **E-MAIL:** nwhalen@gprc.ab.ca
OFFICE HOURS: Monday and Wednesday 2:30 PM – 4:00 PM or by appointment

WINTER 2021 DELIVERY:

Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca

Note: GPRC reserves the right to change the course delivery.

CALENDAR DESCRIPTION:

This course provides an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Larson, K. D., & Dieckmann, H. (2019). *Fundamental accounting principles* (16th Can. ed., Vol. 1). Mississauga, ON: McGraw-Hill Ryerson Limited.

This text includes *Connect with Smartbook Online Access*. **Both the text and Connect will be used extensively.** Students will require an appropriate calculator. The calculator function of a cell phone is not sufficient. Students may use only approved calculators for examinations.

Audio/Video Conferencing:

GPRC used the **Zoom** web-based audiovisual conference system.

To take part in a conference, you will need a headset or speakers and a microphone. **For some examinations a web camera may be required.** To participate in Zoom meetings, click on the meeting links that your instructor has set up within your D2L course space.

DELIVERY MODE(S):

For each topic listed, there will be a classroom lecture/discussion and a demonstration of related accounting procedures. Relevant textbook readings and problems will be assigned to test your knowledge, understanding and application of the course material. This is a 3 credit course with 3 lecture hours and 2 lab hours per week. The allocation is at the instructor's sole discretion, i.e., Thursday's will not be solely lab time. Connect will be used to supplement your course work, complete assignments and aid in preparation for tests and exams. Important information, announcements and grades will be posted on myClass. The grades posted on myClass are not final -- check your GPRC Account for your final term grade.

COURSE OBJECTIVES:

The following objectives will be covered in this course:

- Analyzing and Recording Transactions
- Adjusting Accounts for Financial Statements
- Completing the Accounting Cycle and Classifying Accounts
- Accounting for Merchandising Activities
- Inventory Costing and Valuation
- Internal Control and Cash
- Receivables
- Property, Plant and Equipment and Intangibles

LEARNING OUTCOMES:

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

- Describe the three forms of business organization.
- Identify and apply basic generally accepted accounting principles.
- Analyze transactions, journalize and post entries to a ledger.
- Prepare and explain the use of a trial balance.
- Prepare adjusting entries for prepaid expenses, depreciation, unearned revenues, accrued expenses, and accrued revenues.
- Describe and prepare a worksheet and explain its usefulness.
- Prepare financial statements from an adjusted trial balance.
- Prepare and post closing entries and a post-closing trial balance.
- Analyze and record transactions for a merchandising company.
- Compute ending inventory and cost of goods sold for both the periodic and perpetual inventory systems.
- Apply the gross profit method to estimate inventory.
- Prepare a bank reconciliation and journalize resulting adjustments.
- Record petty cash transactions.
- Apply the allowance and direct write-off methods to account for accounts receivable.
- Prepare entries for short-term notes receivable and compute and interest.
- Calculate and account for depreciation
- Account for the purchase and disposition of capital assets

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**** Note that, in many cases, BA1110 and BA1120 together are required for transferability. Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Assignments	15%
Quizzes	15%
Term Test 1	16%
Term Test 2	16%
Final Exam	<u>38%</u>
Total	<u>100%</u>

Important information, announcements and grades will be posted in myClass. The grades posted on myClass are not final. Please check your myGPRC account (<https://my.gprc.ab.ca/SelfService/Home.aspx>) for your final grade at the end of the semester.

ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:

- Exercises and assignments must be automatically submitted by the due date. Late assignments will not be accepted. No extensions or re-writes will be granted. Any missed assignments will receive a grade of zero.
- Quizzes will be given throughout the semester. It is anticipated that there will be two quizzes, however, this may change at the discretion of the instructor. Scheduling will take place for quizzes as the course progresses and you will be given ample, advance notice of these dates.
- Major tests are tentatively scheduled for **February 11, 2021 and March 18, 2021. Do not plan activities or trips on these days.** Unexcused absences during a test will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor's discretion. The term tests will be conducted remotely online. Format will be announced prior to midterm exam. To participate in the term tests a headset or speakers, microphone, and a web camera is required.
- Calculators and approved translation devices are the only electronic devices allowed during quizzes, major tests, or the final exam. **Cell phone calculators may not be used in examinations.**

Final exams must be written during April 14-22, 2021. **Do not plan activities or trips during this period.** You must schedule your exam to be written during this time with the instructor or an approved proctor. Rewrites for the final exam will not be granted, and any unexcused absences will earn a grade of zero.

GRADING CRITERIA: (The following criteria may be changed to suite the particular course/instructor)

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Beginning	Topic	Required Reading
January 4	Introduction to Accounting	Chapter 1
January 11	Analyzing and Recording Transactions	Chapter 2
January 18	Adjusting Accounts for Financial Statements	Chapter 3
January 25	Adjusting Accounts for Financial Statements	Chapter 3
February 1	Completing the Accounting Cycle and Classifying Accounts	Chapter 4
February 8	Review Term Test #1 (Friday, February 11)	Chapter 1-4
February 15	<i>Family Day – No classes – Monday, February 17, 2021</i> <i>Winter Break – No classes – February 16 – 19, 2021</i>	
February 22	Accounting for Merchandising Activities	Chapter 5
March 1	Inventory Costing and Valuation	Chapter 6
March 8	Internal Control and Cash	Chapter 7
March 15	Review Term Test #1 (Friday, March 18)	Chapter 5-7
March 22	Receivables	Chapter 8
March 29	Property, Plant and Equipment and Intangibles <i>Good Friday – No classes – Friday, April 2, 2021</i>	Chapter 9
April 5	Property, Plant and Equipment and Intangibles	Chapter 9
April 14 – 22	COMPREHENSIVE FINAL EXAM (TBA)	All Chapters

*Course schedule is tentative and may vary slightly at the discretion of the instructor.

STUDENT RESPONSIBILITIES:

Attendance:

Students are expected to attend all scheduled classes, arrive on time, have their web cameras turned on, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. Students with absences in excess of 6 classes may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at: <https://www.gprc.ab.ca/programs/grading-systems.html>.

Time Management:

The expectation for this course is that students read the material and attempt the quick studies and exercises prior to class. Reading and attempting the exercises we will cover in class is an excellent way to prepare for classroom activities. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult for students to catch up once they fall behind schedule.

Recording:

Recording lectures or taking photos in class is prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

Email

Students may contact the instructor by email or phone. Emails will be answered within two business days outside of stated office hours.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

****Note:** all Academic and Administrative policies are available on the same page.

Plagiarism:

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

Cheating:

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- **Absolutely no examination materials may be removed from the examination room.** All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses, they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.

Please note, working in study groups is an efficient and effective way for students to learn, however; each student must submit his/her own original work. Duplication of one assignment for the whole group is considered plagiarism and will result in a grade of zero for all students involved.

ADDITIONAL INFORMATION:

ZOOM ETIQUETTE:

Control video and audio quality

Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

Think about your background

Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

During your meeting

Mute your microphone when necessary. Zoom has a “Mute Microphone” option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

Think about your actions on camera

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.