



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – WINTER 2021**

BA1120 B3: PRINCIPLES OF ACCOUNTING – 3 (3-0-2) UT 15 WEEKS, 75 HOURS

INSTRUCTOR: Chelsea Antonio, CPA **PHONE:** (780) 539-2862
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OFFICE HOURS: Wednesday and Friday 10:30am – 12:00pm, 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:

The course provides further examination of accounting procedures and their underlying concepts and principles. Additional standards and problems of valuation, income measurement, and disclosure in financial statements are introduced.

PRE-REQUISITE:

BA1110

REQUIRED TEXT/RESOURCE MATERIALS:

Larson, K., Jensen, T., & Dieckmann, H. (2019), *Fundamental Accounting Principles* (16th Canadian ed., Vol. 2). McGraw-Hill Ryerson Limited.
ISBN10: 126030583X | ISBN13: 9781260305838

This text includes the **Connect** online learning system. **The text will be used extensively.** Students will require an appropriate financial calculator. The calculator function of a cell phone is NOT sufficient and is prohibited for classroom use. Students may use only approved calculators for examinations.

TECHNOLOGY REQUIREMENTS:

COURSE MANAGEMENT SYSTEM:

GPRC uses the D2L online course management system.
To access D2L, visit <https://myclass.gprc.ab.ca/d2l/home>

SOFTWARE & NETWORK REQUIREMENTS:

The following software apps and internet capacity are required to participate in online courses at GPRC:

Application	
Web Browser	Google Chrome with auto updates enabled
Office Suite *GPRC students receive a free Microsoft Office 365 license for Windows or macOSX	Microsoft Office 2016 or compatible office suite

Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

MINIMUM DEVICE REQUIREMENTS:

NOTE: A desktop or laptop computer is strongly recommended over tablet devices for participation in online meetings or online class sessions. iPhones or Android phones may provide minimum functionality , but are NOT recommended for participation in online sessions.

A device must meet or exceed the following specifications to participate in online courses at GPRC:

Platform	OS Version	Hardware Specs
Windows Desktops Windows Laptops Windows Tablets	Windows 10 Home Windows 10 Professional Windows 8 or 8.1 *Windows 10S is not supported in S mode	Dual-core CPU 2 GB RAM 64 GB storage 1280x768 display resolution Microphone Speakers or Headphones Web camera
Mac Desktops Mac Laptops	macOSX 10.13 or higher	Dual-core CPU 4 GB RAM 64 GB storage 1280x800 display resolution Microphone Speakers or Headphones Web camera
Chromebooks	ChromeOS with updates enabled	Dual-core CPU 2 GB RAM 16 GB storage Speakers or Headphones
iPad v3 or newer	iOS 7.0 or iPadOS 13	8 GB of free storage Speakers or Headphones
Android Tablet	Android 6.0	Dual-core CPU 1 GB RAM 8 GB of free storage 1280x800 display resolution Speakers or Headphones

TECHNOLOGY REQUIREMENTS (continued):

AUDIO/VIDEO CONFERENCING:

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

Zoom is a real-time virtual meeting environment that supports:

- Real-time audio/video discussion, with breakout rooms for small group discussion
- Text messaging
- Surveys and basic assessments
- Application and Desktop sharing
- A shared whiteboard with markup tools
- Recording of sessions for convenient playback

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.** The first time that you connect, you will be prompted to run through some set-up routines that will run automatically from the server.

To participate in Zoom meetings, click on the meeting links that your instructor has set up within your D2L course space.

RESPONDUS LOCKDOWN BROWSER AND MONITOR PROCTORING SOFTWARE

The examinations for this course must be taken online with the use of Respondus Lockdown Browser and Respondus Monitor exam proctoring software. Students must download Lockdown Browser and Respondus Monitor will automatically start with examinations through myClass. The proctoring software is a requirement to uphold academic integrity and is necessary to meet accreditation requirements.

Lockdown Browser and Respondus Monitor requires Windows or Mac desktop, laptop, or iPad platforms. *Chromebooks, smart phones, and other tablets are not supported.* If you do not have access to a Windows or Mac desktop, laptop, or iPad, you can book a College PC via <https://libguides.gprc.ab.ca/c.php?g=717998&p=5128509>.

You can learn more about Respondus Lockdown Browser and Respondus Monitor here: <https://web.respondus.com/lockdownbrowser-student-video/>. It is important to note that the software recordings are automated systems and are designed to be less intrusive than in-person proctors. The software is only running while you are signed in during your exam. The exam administrators only review the recordings after the exam is submitted and *only if it was flagged due to suspicious activity.*

The collection and use of your personal information is in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that *“No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.”* In addition, S. 39 (4) states, *“A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”*

If you are unable to complete your examinations using the proctoring software, you may request alternative accommodations to the online testing by contacting your instructor and the GPRC Testing Centre by telephone at 780-539-2212 to arrange to write your exam. Students must book their examinations no less than 2-weeks in advance of the test date and students are choosing to write the examination in the GPRC Testing Centre are responsible for the \$30 sitting fee.

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., Monday'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 myGPRC Account for your final term grade.

COURSE OBJECTIVES:

This course introduces student to the following accounting topics:

- Current Liabilities
- Partnerships
- Organization and Operation of Corporations
- Corporate Reporting: Profit, Earnings per share, and Retained Earnings
- Bonds and Long-term notes payable
- Accounting for Debt and Share Investments
- Reporting and Analyzing Cash Flows
- Analyzing Financial Statements
- Payroll Liabilities

LEARNING OUTCOMES:

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

- Describe the characteristics of liabilities and contrast current and long-term liabilities.
- Prepare entries to account for known and estimated liabilities.
- Identify the characteristics of partnerships. Prepare entries for the formation of a partnership, the allocation of partnership income or loss, the admission or withdrawal of a partner, and the liquidation of a partnership.
- Identify the characteristics of corporations. Describe and contrast the specialized components of corporate financial statements. Account for the organization and operations of corporations including recording the issuance of shares, cash and share dividends, share splits and retirement of shares.
- Explain the form and content of a corporate income statement with continuing and discontinued operations, comprehensive income and earnings per share.

- Prepare entries for long-term notes payable and the issuance and retirement of bonds payable.
- Identify and describe the investment classifications. Account for and report non-strategic investments and investments in associates.
- Describe and prepare a statement of cash flows using the indirect method.
- Explain and apply methods of financial statement analysis including horizontal, vertical and ratio analysis.
- Make calculations necessary to prepare a Payroll Register and prepare entries to record and pay payroll. Calculate payroll costs levied on employers and prepare the entries to record the accrual and payment of these amounts.

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.transferralberta.ca>.

* 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**

** Note that, in many cases, BA1110 and BA1120 **together** are required for transferability.

EVALUATIONS:

Assignments	15%
Quizzes	10%
Term Test 1	20%
Term Test 2	20%
Final Examination*	<u>35%</u>
Total	<u>100%</u>

***Final grades are rounded to the nearest whole percentage. Student requests to have their final grade adjusted will be denied.**

ASSIGNMENT, QUIZ, TERM TEST AND EXAM POLICIES:

- Assignments must be submitted by the due date. No late submissions will be allowed. 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 for quizzes will take place as the course progresses and you will be given ample, advanced notice of these dates.
- Calculators and approved translation devices are the only electronic device allowed during quizzes, tests or examinations. **Cell phone calculators may not be used in examinations.**
- Major term tests are tentatively scheduled for **February 22, 2021 and March 15, 2021. Do not plan activities or trips on either of 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 discretion of the instructor. ***Students with absences in excess of 6 classes will be refused the ability to move any test weightings to the final exam.*** No re-writes will be granted for missed exams or unsuccessful attempts.

Final exams will be written as scheduled by the Registrar during the exam period from April 14 – 22, 2021. Instructors do not set the date of the final exam. **Do not plan activities or trips during this time period.** Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.

GRADING CRITERIA:

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

TENTATIVE COURSE SCHEDULE/TIMELINE:

Week Beginning	Topic	Required Reading
January 5 & 11	Current liabilities	Chapter 10
January 18	Partnerships	Chapter 11
January 25 & February 1	Organization and Operation of Corporations	Chapter 12
February 8	Corporate Reporting	Chapter 13
February 15	<i>Family Day – NO CLASSES (February 15, 2021)</i> <i>Winter Break – NO CLASSES (February 16-19, 2021)</i>	
February 22	Term Test #1 (Monday, February 22, 2021) Bonds and Long-Term Notes Payable	Chapters 10-13 Chapter 14
March 1	Bonds and Long-Term Notes Payable	Chapter 14
March 8	Accounting for Debt and Share Investments	Chapter 15
March 15	Term Test #2 (Friday, March 12, 2021) Reporting and Analyzing Cash Flows	Chapter 14-15 Chapter 16
March 22	Reporting and Analyzing Cash Flow	Chapter 16
March 29	Analyzing Financial Statements	Chapter 17
April 5 & 12	Payroll Liabilities	Appendix 1
April 14 – 22	COMPREHENSIVE FINAL EXAM (TBA)	Chapters 10-17 & Appendix 1

**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, 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.

During class time, it is expected that students will work on the BA1120 course material. Course materials (outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on myClass, Connect, and GPRC Webmail. Students are responsible for checking all three of these websites regularly (at least 2-5 times per week).

Recording:

Recording lectures or taking photos/screen shots 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. **Email correspondence to your instructor must be sent from your GPRC student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

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 Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://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.