



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION**

**COURSE OUTLINE – FALL 2020**

**AC3110 (A2): INTRODUCTORY ACCOUNTING – 3 (3-0-2) UT 75 Hours 15 Weeks**

**INSTRUCTOR:** Chelsea Antonio, CPA      **PHONE:** (780) 539-2862  
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**OFFICE HOURS:** Monday & Wednesday 11:30am – 1:00pm

**FALL 2020 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](mailto:helpdesk@gprc.ab.ca).

**Remote delivery** refers to synchronous learning following the published timetable on the GPRC website and outlined in your MyGPRC course schedule.

**CALENDAR DESCRIPTION:**

Postulates, principles, the accounting cycle, capital and income measurement, financial statement preparation and analysis; emphasis on reporting to shareholders, creditors and other external decision makers are topics covered in this course.

**PREREQUISITE:**

EC1020

**REQUIRED TEXT/RESOURCE MATERIALS:**

*Financial Accounting, 7th Canadian Edition*, Thomas, Tietz, Harrison, Berberich, and Seguin ; Pearson Publishers

This text includes MyAccounting Lab online access. **Both the text and MyAccounting Lab will be used extensively.** Please pre-read the chapters before and bring the textbook to every class.

Students will require a **financial calculator**. Students may use only approved calculators for examinations. The calculator function of a cell phone is not sufficient.

## 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<br>with auto updates enabled          |
| Office Suite<br><br>*GPRC students receive a free Microsoft Office 365 license for Windows or macOSX | Microsoft Office 2016<br>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<br>Windows Laptops<br>Windows Tablets | Windows 10 Home<br>Windows 10 Professional<br>Windows 8 or 8.1<br><br>*Windows 10S is not supported in S mode | Dual-core CPU<br>2 GB RAM<br>64 GB storage<br>1280x768 display resolution<br>Microphone<br>Speakers or Headphones<br>Web camera |
| Mac Desktops<br>Mac Laptops                            | macOSX 10.13 or higher  | Dual-core CPU<br>4 GB RAM<br>64 GB storage<br>1280x800 display resolution<br>Microphone<br>Speakers or Headphones<br>Web camera |
| Chromebooks  | ChromeOS<br>with updates enabled  | Dual-core CPU<br>2 GB RAM<br>16 GB storage<br>Speakers or Headphones  |
| iPad<br>v3 or newer                                    | iOS 7.0<br>or<br>iPadOS 13  | 8 GB of free storage<br>Speakers or Headphones  |
| Android Tablet   | Android 6.0   | Dual-core CPU<br>1 GB RAM<br>8 GB of free storage<br>1280x800 display resolution<br>Speakers or Headphones                      |

## **REQUIRED TEXT/RESOURCE MATERIALS (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.

### **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 the student's knowledge, understanding and application of the material. Students are encouraged to supplement their studying with *MyAccountingLab*.

You should study each assigned reading both before and after it is discussed in class; apply your understanding by working the required homework problems; asking questions in class; requesting additional sessions with your instructor during posted office hours to clear up any misunderstandings or uncertainties about material completed in class; and demonstrating your mastery of the subject matter on the examinations.

Important information, announcements and unofficial grades will be posted on myClass. Please refer to the myGPRC account for final term grades.

### **COURSE OBJECTIVES:**

- To provide students with a solid, basic understanding of the structure of financial accounting and its use in the business environment.
- To develop some understanding of the concepts that embodies financial accounting so that students may begin to apply those concepts in seeking solutions to "real world" problems.

## LEARNING OUTCOMES:

Upon completion of the course, students will be able to:

- Describe the system of accounting standards and principles.
- Demonstrate the accrual method of accounting and the accounting cycle.
- Prepare a balance sheet, income statement, statement of changes in equity, and a statement of cash flows using both the indirect and direct method.
- Identify the objectives and procedures of internal control.
- Account for short term investments and receivables, including bad debts.
- Account for the purchase, depreciation, and derecognition of tangible and intangible long-term assets.
- Account for bonds issued at par, a discount, or a premium by the effective interest method, including interest payments for full and partial periods.
- Journalize shareholder's equity transactions for share issue, repurchase, and both cash and stock dividends.
- Analyze financial statements, utilizing horizontal and vertical analysis and ratio analysis.

## TRANSFERABILITY:

Athabasca University  
MacEwan University  
University of Lethbridge  
Burman University  
University of Alberta

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferralberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**\*\* 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%         |
| Term Test #1      | 25%         |
| Term Test #2      | 25%         |
| Final Examination | <u>35%</u>  |
| TOTAL             | <u>100%</u> |

## ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:

- Assignments must be 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.
- Term tests are tentatively scheduled for Oct. 2, 2020 and Nov. 13, 2019. **Do not plan activities or trips on these 2 days.** Unexcused absences during a quiz or 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. ***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.
  - The term tests will be conducted remotely online. Format utilized will be announced prior to midterm exam
  - To participate in the midterm exam 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 will be written as scheduled by the Registrar during the exam period from December 11-20, 2020. **Do not plan activities or trips during this period.** Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.
  - Final examinations will be conducted remotely online. Format utilized will be announced prior to exam.
  - To participate in the final examination a headset or speakers, microphone, and a web camera is required.

## GRADING CRITERIA:

Grades will be assigned on the Letter Grading System. 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:**

| <b>Week Start Date</b> | <b>Topic</b>  | <b>Required Reading</b>                |
|------------------------|---|--|
| August 3               | Outline / Course Overview<br>Financial Statements   | Chapter 1                              |
| September 6            | Recording Business Transactions                     | Chapter 2                              |
| September 13           | Accrual Accounting & the Financial Statements       | Chapter 3                              |
| September 20           | Cash and Receivables                                | Chapter 4                              |
| September 27           | Cash and Receivables<br><b>Term Test #1</b>         | Chapter 4<br><b>Chapters 1-4</b>       |
| October 4              | Inventory and Cost of Goods Sold                    | Chapter 5                              |
| October 11             | <i>Fall Break</i>                                   |  |
| October 18             | Property, Plant and Equipment and Intangible Assets | Chapter 6                              |
| October 25             | Investments and the Time Value of Money             | Appendix B                             |
| November 1             | Liabilities   | Chapter 7                              |
| November 8             | <b>Term Test #2</b>                                 | <b>Chapter 5-7, and<br/>Appendix B</b> |
| November 15            | Shareholders' Equity                                | Chapter 8                              |
| November 22            | The Statement of Cash Flows                         | Chapter 9                              |
| November 29            | Financial Statement Analysis                        | Chapter 10                             |
| December 6             | Review  | All Chapters                           |
| December 11 - 20       | <b>COMPREHENSIVE FINAL EXAM (TBA)</b>               | All Chapters                           |

\*Note: Course Schedule is tentative and may vary slightly at the discretion of the instructor

**STUDENT RESPONSIBILITIES:****Attendance:**

Students are expected to attend all virtual lectures, 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 exercises prior to

class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. Plan your schedule accordingly. Do not fall behind in the assigned readings and problems because it is difficult to catch up.

During class time, it is expected that students will work on the AC3110 course material. Course materials (outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on myClass, myAccounting Lab, 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 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.