



DEPARTMENT Business & Office Administration

COURSE OUTLINE – Winter 2023

BA1110 (A3): Introduction to Accounting – 3 (3-0-1) UT 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Abigail (Abby) Head, CPA, CMA, MBA **PHONE:** 780-539-2712
OFFICE: C304 **E-MAIL:** AHead@nwpolytech.ca
OFFICE HOURS: By appointment

CALENDAR DESCRIPTION:

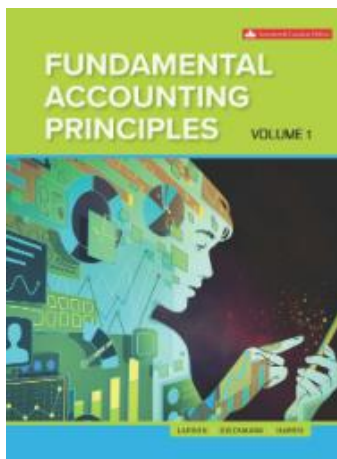
This course provides an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

PREREQUISITE(S): Math 20-1 or Math 20-2 with 60% or Math 30-1 or Math 30-2 with 50%.

REQUIRED TEXT/RESOURCE MATERIALS:

1. PRINT TEXT/E-BOOK + Connect SmartBook

Larson, K. D., Dieckmann, H., & Harris, J. (2022). *Fundamental accounting principles* (17th Can. ed., Vol. 1). Mississauga, ON: McGraw-Hill Ryerson Limited.



This text includes Connect with SmartBook Online Access. All students must purchase the McGraw Hill Connect print text or e-book with SmartBook Online Access.

Students must have a Connect access code to gain access to online resources and assessments. It is the student's choice if they purchase a new print text with a Connect access code, *or* an e-book with a Connect access code. If you have purchased a used textbook, you will have to purchase a Connect access code separately. *Note: the time zone in Connect must be set to Canada/Mountain time for duration of course.*

Connect Supports several operating systems and browsers. See required Connect operating systems and browsers at <https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd>. Google Chrome with auto-updates enabled is the recommended web browser for Connect.

2. FINANCIAL CALCULATOR

Texas Instruments (BA II Plus), Hewlett-Packard (HP-10B II), *or* Sharp (EL-738) (recommended & used in BA1050). The above calculators and pre-approved translation devices are the *only* electronic devices allowed during quizzes, tests, and examination(s). Cell phones, programmable calculators, and other electronic devices may not be used in quizzes, testing, or examinations.

3. SOFTWARE & NETWORK REQUIREMENTS

The following software apps and internet capacity are required to participate in online course content: see NWP requirements at <https://www.nwpolytech.ca/doc.php?d=TECHREQ> and Connect requirements at <https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd>

4. MINIMUM DEVICE REQUIREMENTS

A device must meet or exceed the following specifications to participate in online course content at NWP: see NWP requirements at <https://www.nwpolytech.ca/doc.php?d=TECHREQ> and Connect requirements at <https://mhedu.force.com/CXG/s/article/McGraw-Hill-System-Requirements-HigherEd>

5. COURSE MANAGEMENT SYSTEM

NWP uses myClass (D2L/Brightspace) online course management system. See the BA1110 course home page for important course information. To access visit <https://myclass.gprc.ab.ca/d2l/home>

DELIVERY MODE(S): On-campus (face-to-face)

This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

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
- Costing and valuation of inventory
- Implementing internal controls
- Accounting for receivables
- Accounting for property, plant and equipment and intangibles

LEARNING OUTCOMES:

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

- Describe the various forms of business organizations.
- 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 journal entry adjustments to accounts for statement preparation.
- 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 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 method to account for uncollectible accounts receivable.
- Prepare entries for short-term notes receivable and compute interest.
- Calculate and account for depreciation and amortization.
- Account for the purchase and disposition of property, plant and equipment and intangibles.

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>.

** 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:

Practice Assignments	15%
Quizzes (2 at 5% each)	10%
Term Test I	20%
Term Test II	20%
Final Examination* (Cumulative; All Chapters)	35%
Total	100%

*In order to receive credit for BA 1110, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%). You are strongly encouraged to complete all exercises, assignments, quizzes, tests, and exams. Students will receive a zero (0) for any missed assignments, quizzes, tests, and exam(s). There are no re-writes, deadline extensions, or bonus assignments available to improve your grade.

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

ASSIGNMENTS, QUIZZES, TESTS AND EXAM POLICIES:

- Connect practice assignments will be *automatically submitted* on the due date in Connect. Late assignments and extra course work will not be accepted/granted. Study attempts in Connect are not graded and are available after the assignment deadline. The assignments for this course must be taken online with the use of McGraw Hill Connect's Proctorio proctoring software.
- Quizzes will be conducted as the course progresses. Students will be given advanced notice of quiz dates. Unexcused absences during a quiz will be assigned a grade of zero. Re-writes or extra work will not be granted for missed quizzes or unsuccessful attempts.
- **Term tests are tentatively scheduled for the week of February 5 and March 19 during scheduled lecture. Do not plan activities or trips during this period.** Unexcused absences during a term test will be assigned a grade of zero. Students with absences in excess of 6 classes *before* term tests will be refused the ability to move any test weightings to the final exam.
- Final exams will be written as scheduled by the Registrar during the exam period from April 14-24, 2023. **Do not plan activities or trips during this period.** Re-writes for the final exam will *not* be granted, and any unexcused absences will be assigned a grade of zero.

COURSE SCHEDULE/TENTATIVE TIMELINE:

The course schedule is approximate and may vary slightly at the discretion of the instructor.

Week Beginning...	Topic	Required Reading
January 1	Course outline review, technology check, & Accounting in Business	Chapter 1
January 8	Analyzing and Recording Transactions	Chapter 1/2
January 15	Adjusting Accounts for Financial Statements	Chapter 2/3
January 22	Adjusting Accounts for Financial Statements	Chapter 3
January 29	Completing the Accounting Cycle and Classifying Accounts	Chapter 4
February 5	Term Test I Accounting for Merchandising Activities	Chapter 5
February 12	Accounting for Merchandising Activities	Chapter 5
February 19	Family Day and Winter Break	
February 26	Inventory Costing and Valuation	Chapter 6
March 5	Internal Control and Cash	Chapter 7
March 12	Internal Control and Cash	Chapter 7
March 19	Term Test II Receivables	Chapter 8
March 26	Receivables	Chapter 8
April 2	Property, Plant and Equipment and Intangibles Good Friday (April 7)	Chapter 9
April 9	Property, Plant and Equipment and Intangibles Last Day of Class (April 12)	Chapter 9
April 14 - 24	Comprehensive Final Exam* (Cumulative; all chapters)	All Chapters

*In order to receive credit for BA 1110, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%).

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of the College. As students, rights apply to the College in terms of what students are expected to know, expect and receive in all aspects of their period of study at NWP. The standards of student responsibilities apply to all students in terms of what they are expected to take responsibility for and how to conduct themselves during their period of study at NWP. There are no exceptions to this policy. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see <https://www.nwpolytech.ca/about/administration/policies/> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69>

Attendance

Students are expected to attend all scheduled classes, arrive on time, and remain for the duration of the scheduled class. Students may be refused permission to write the final examination on the advice of the instructor. This usually happens when absences are more than six absences (2 weeks), *or* if significant assessments like assignments, quizzes, tests, and/or exam(s) are not completed; see Examination Policy and Debarred from Examinations; <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=37>.

Attendance is taken in class. Tardiness will be treated as an absence. Students may review their attendance on myNWP. During lecture and lab time, it is expected that students will work on the BA1110 course material. Course materials (course outline, schedule information, assignments, etc.) and announcements will be published in myClass, McGraw Hill Connect (Connect), and Webmail. Students are responsible for checking all three of these resources regularly: two to five times per week.

Time Management

The expectation for this course is that students read/review the course material before class. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. See **Course Schedule/Tentative Timeline** section above.

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. Any images taken without instructor consent will need to be deleted immediately.

Webmail

Students may contact the instructor by NWP Webmail. Webmail will be answered within one business day outside of stated office hours. Webmail correspondence must be sent to your instructor from your NWP Webmail account. Webmail should be professionally formatted with correct spelling and grammar. Webmail must include a subject line and reference to the course code and material(s) and/or textbook pages, etc.

Copyright

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See <https://www.nwpolytech.ca/about/administration/policies/index.html> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71> .

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 Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

ADDITIONAL INFORMATION:

Study Skills Hub

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly.

The NWP Study Skills Hub will help you develop the skills you need to succeed in your program and cope with the demands of higher education. Click on the following link for free access:

<https://libguides.nwpolytech.ca/learningportal/studyskills>