

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2023

BA1110 (EC): 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: Mandy Pollock

OFFICE: C406

OFFICE HOURS: Monday 1:00PM – 2:30PM, Tuesday 8:30AM-10:00AM, or by appointment

PHONE: 780-539-2815

E-MAIL: APollock@nwpolytech.ca

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 20-2 with 60% or Math 30-1 or Math 30-2 with 50%.

REQUIRED TEXT/RESOURCE MATERIALS:

Textbook:

Larson, K. D., Dieckmann, H., & Harris, J. (2022). Fundamental accounting principles (17th ce, Vol. 1). Mississauga, ON: McGraw-Hill Ryerson Limited. (ISBN: 9781265164270)

This text includes an access code for Connect. Both the text and Connect will be used extensively. Students must have an access code to register for Connect. Students have the option of purchasing the print text or eBook.

Financial calculator:

Sharp EL-738

Calculators and pre-approved translation devices are the only electronic devices allowed during quizzes, tests or the final exam. Cell phone calculators may not be used in examinations.

DELIVERY MODE(S): This is a paced online self-study course. You will work through the course content in the order presented, completing all textbook readings, chapter exercises, quizzes, and assignments before progressing to the next week. Please adhere to the tentative weekly schedule.

The course is delivered entirely online using NWP MyClass software and Connect. The exercises, assignments, and quizzes have specific due dates to keep you on track, so you will finish the 15-week course on time. You may complete some of these evaluations before their due dates, with the exception of the tests.

It is highly recommended that you take advantage of all the material on the MyClass course and Connect website. Access to Connect comes with the purchase of your textbook. Important information, announcements, and grades are posted on the NWP MyClass course site. Grades for exercises, assignments, and tests are also posted to the NWP MyClass gradebook. Please check your MyNWP account for your final letter grade after the completion of the course.

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 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 the perpetual inventory system.
- 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:

Assignments	15%
Quizzes	10%
Term Test #1	20%
Term Test #2	20%
Final Exam (cumulative)	35%

* To receive credit for BA1110, you **must achieve 50% on the final examination**, and a course composite grade of at least a “D” (50%).

Final grades are based on academic performance throughout the semester. There are no test re-writes, deadline extensions, or bonus assignments available to improve your grade. It is important to complete all assessments as scheduled and to the best of your abilities.

Assignments:

Online assignments will be automatically submitted and graded on the due date.

Term Tests:

Term tests are tentatively scheduled for Week 6 and Week 12.

Final Exam:

Final exams will be written as scheduled by the Registrar during the exam period. Do not plan activities or trips during this period. 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	Topic	Chapter
Week 1	Introduction to Accounting	1
Week 2	Analyzing and Recording Transactions	2
Week 3 & 4	Adjusting Accounts for Financial Statements	3
Week 5	Completing the Accounting Cycle	4
Week 6	Term Test 1	1 to 4
Week 7	Accounting for Merchandising Activities	5
Week 8	<i>Fall Break – No Classes</i>	
Week 9 & 10	Inventory Costing and Valuation	6
Week 11	Internal Control and Cash	7
Week 12	Term Test 2	5 to 7
Week 13	Receivables	8
Week 14 & 15	Property, Plant and Equipment and Intangibles	9
Exam Period	Comprehensive Final Exam	1 to 9

The above schedule may be revised at the discretion of the instructor based on class requirements.

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.