



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2019

BA1120 A2: PRINCIPLES OF ACCOUNTING – 3 (3-0-2) UT 15 WEEKS, 75 HOURS

INSTRUCTOR: Abigail (Abby) Head

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OFFICE HOURS: Tuesday 11:30 AM - 12:30PM & Wednesday 11:30 AM – 1:30 PM

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.

PREREQUISITE(S)/COREQUISITE:

BA 1110

REQUIRED TEXT/RESOURCE MATERIALS:

Larson, K., Jensen, T., & Dieckmann, H. (2016), *Fundamental ACCOUNTING PRINCIPLES* (15th ed., Vol. 2). McGraw-Hill Ryerson Limited.

This text includes the *Connect with Smartbook Online Access*. The text will be used extensively.

Students will require an appropriate financial calculator; no programmable or cell phone calculators. The calculator function of a cell phone is NOT sufficient, and students may use only approved business calculators for quizzes, tests, and examinations.

DELIVERY MODE(S):

For each topic listed, there will be a classroom lecture with 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. Connect will be used to supplement your course work and preparation for tests and exams.

Important information, announcements, and grades will be posted on Moodle. The grades posted on Moodle are not final. Please check your myGPRC account for your final term grade.

COURSE OBJECTIVES:

The following objectives will be covered in this course:

- Recording and reporting Property, Plant and Equipment and intangibles
- Accounting for current and non-current liabilities and equity instruments
- Accounting for partnerships and corporations
- Reporting and analyzing cash flows
- Analyzing financial statements

LEARNING OUTCOMES:

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

- Calculate and account for depreciation
- Account for the purchase and disposition of capital assets
- Account for current liabilities
- Account for bonds and long-term notes payable
- Account 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
- Account for the organization and operations of corporations including cash and share dividends, share splits and the retirement of shares
- Prepare corporate reports including a comprehensive corporate income statement and a statement of retained earnings
- Account for investments
- Prepare a statement of cash flows
- Explain and apply methods of financial statement analysis

TRANSFERABILITY:

| | |
|----------------------------------|--|
| Athabasca University | Burman University |
| Concordia University of Edmonton | The King's University |
| MacEwan University | Southern Alberta Institute of Technology |
| University of Alberta | University of Lethbridge |

***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.transferalberta.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>

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

| | |
|-----------------------------|------|
| Connect Practice Exercises | 9% |
| Connect Assignments (4@ 4%) | 16% |
| Quizzes | 15% |
| Term Test 1 | 15% |
| Term Test 2 | 15% |
| Final Examination* | 30% |
| Total | 100% |

Note: No grades will be awarded for Connect LearnSmart Assignments. For practice only.

EVALUATIONS (continued):

***In order to receive credit for BA 1120, you must achieve a 50 percent (50%) on the final examination, and a course composite grade of at least D (50%).** You are strongly encouraged to complete all assignments and quizzes; you will receive a zero (0) for any missed assignments, quizzes, and exams if not completed by the assigned deadline or in attendance.

EXERCISES, ASSIGNMENTS, QUIZZES, TERM TESTS AND EXAM POLICIES:

- Exercises and assignments are to be completed in *Connect* and must be submitted by the due date. Late submission of exercises and assignments will result in a grade of zero. Missed tests and exams will also result in a grade of zero.
 - **Note:** You should think of each exercise and assignment as a professional presentation that you would prepare for a client or your immediate supervisor.
- Quizzes will be given throughout the semester. It is anticipated that there will be two-three quizzes.
- Calculators are the only electronic device allowed during quizzes, tests, and examinations. **A cell phone and/or programmable calculators may not be used in examinations.**
- Major Term Tests (I and II) are tentatively scheduled for **October 11 and November 13, 2019. Do not plan activities or trips outside of your college studies on these days.**
- The final exam is scheduled by the Registrar's Office during exam week(s); December 11 to December 20, 2019. Students must be available for the entire final examination period. **Do not plan activities or trips during any part of the examination period.**

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 |
|-----------------------------|--|-------------------------|
| September 1/8 | Property, Plant, and Equipment and Intangibles | Chapter 9 |
| September 8 | Current Liabilities | Chapter 10 |
| September 15 | Partnerships | Chapter 11 |
| September 22 | Organization and Operation of Corporations | Chapter 12 |
| September 29 | Corporate Reporting: Profit, Earnings Per Share, and Retained Earnings | Chapter 13 |
| October 6 | Review | Chapter 9-13 |
| October 6 | Term Test #1 (October 11) | Chapter 9-13 |
| October 14 | No Class – Thanksgiving Day | |
| October 13 & 20 | Bonds and Long-Term Notes Payable | Chapter 14 |
| October 27 | Accounting for Debt and Share Investments | Chapter 15 |
| November 3 | Review | Chapter 14-15 |
| November 10 | Term Test #2 (November 13) | Chapter 14-15 |
| November 17 | Reporting and Analyzing Cash Flows | Chapter 16 |
| November 24 | Analyzing Financial Statements | Chapter 17 |
| December 1 | Review | All Chapters |
| December 11 - 20 | FINAL EXAM (Exam dates determined by Registrar) | All Chapters |

STUDENT RESPONSIBILITIES:

Participation:

Each student is expected to come to class on time. Late arrivals will be recorded as an absence. Arriving late is disruptive to the class. The expectation for this course is that students have read the material and attempted the quick studies and exercises posted in Moodle. Reading and attempting LearnSmart Study Modules is another excellent way to prepare for classroom activities; LearnSmart Study Modules are not graded.

You may be refused permission to write the final examination in BA 1120 on the advice of the instructor. This happens when absences are excessive, more than 6 absences, or if significant parts of required exercises, assignments, quizzes and/or term tests are not completed.

Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on Moodle, McGraw Hill Connect, and GPRC Webmail. Students are responsible for checking these websites regularly.

Time Management:

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 to catch up once a student falls behind in readings, exercises, and assignments.

Cell Phones:

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting and talking on a cell phone during class is therefore strictly prohibited. *Cell phones must be turned off or set to silent mode. If you need to take a call please leave the classroom quietly.*

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 one business day outside of stated office hours.

Email correspondence must be sent to your instructor from your GPRC student email account. Emails should be professionally formatted and include a subject, correct spelling and grammar, and reference to course material and/or textbook pages, etc.

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 scrap 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.