



## 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 are not permitted in quizzes, testing, or examinations.***

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

**DELIVERY MODE:** 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.

### LEARNING OUTCOMES:

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

- Prepare the calculations necessary to construct 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.
- Account for current liabilities.
- 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.
- Identify corporation characteristics, account for equity transactions, report and analyze profit, earnings per share and retained earnings.
- Prepare corporate reports including a comprehensive income statement and a statement of changes in equity.
- Account for bonds, long-term notes payable, and lease liabilities.
- Account for debt and share investments.
- Describe cash flows and prepare a statement of cash flows.
- Explain and apply methods of financial statement analysis.

### 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.alberta.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	10%
Term Test 1	20%
Term Test 2	20%
Final Exam (Cumulative; all chapters) *	35%
<b>Total</b>	<b>100%</b>

***\*In order to receive credit for BA 1120, you must achieve 50 percent on the final examination, and a course composite grade of at least D (50%).***

## Evaluation Policies:

- Connect practice assignments will be *automatically submitted* on the due date in Connect. Late assignments will not be accepted and missed assignments will receive a grade of zero. No extensions or re-writes will be granted.
- Quizzes will be scheduled 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 **February 16, 2024, and March 22, 2024**, during scheduled lecture. Do not plan activities or trips during this period.
  - Unexcused absences during a quiz or term test will be assigned a grade of zero. No rewrites will be granted for missed or unsuccessful attempts.
  - For excused absences, the weighting of a term 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.
- The two-hour final exam will be written as scheduled by the Registrar's Office during the exam period from **April 17-24, 2024**. Do not plan activities or trips during this period. Re-writes or extensions for the final exam will **not** be granted, and any unexcused absences will be assigned a grade of zero.
- Any exam, quiz, or assignment grade that a student may wish to contest must be done so within 5 business days after the exam/quiz/assignment has been marked.

## 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	95-100	C+	2.3	67-69
A	4.0	85-94	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:

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

Week Beginning	Topic	Required Reading
January 8	Current Liabilities	Chapter 10
January 15	Current Liabilities	Chapter 10
January 22	Payroll Liabilities	Appendix I
January 29	Partnerships	Chapter 11
February 5	Partnerships Organization and Operation of Corporations	Chapter 11 Chapter 12
February 12	Organization and Operation of Corporations <b>Term Test I (Chapters 10, 11, 12 &amp; Appendix I)</b>	Chapter 12
February 19	Family Day and Winter Break	
February 26	Corporate Reporting	Chapter 13
March 4	Analyzing Financial Statements	Chapter 17
March 11	Bonds and Long-term Notes Payable	Chapter 14
March 18	Bonds and Long-term Notes Payable <b>Term Test II (Chapters 13, 14, 17)</b>	Chapter 14
March 25	Accounting for Debt and Share Investments	Chapter 15
April 1	Accounting for Debt and Share Investments	Chapter 15
April 8 & 15	Reporting and Analyzing Cash Flows	Chapter 16
April 17 - 24	<b>Comprehensive Final Exam* (2-hours)</b>	<b>All Chapters</b>

\*In order to receive credit for BA 1120, 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 NWP. 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>

## STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

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

## **ADDITIONAL INFORMATION:**

### **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, *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>.

### **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.

Course materials and announcements will be available on myClass, Connect, and NWP Webmail. Students are responsible for checking all three websites regularly.

### **Cell Phones, Recording and Photos**

The use of cell phones during class time is unprofessional and distracting to the instructor as well as fellow students. Cell phones must be turned off or set to silent and placed out of sight during class time.

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.

### **Email**

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> .

### **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>