



**DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION
COURSE OUTLINE – SPRING 2020
BA1120 EC: PRINCIPLES OF ACCOUNTING – 3 (3-0-2) UT 8 WEEKS, 75 HOURS**

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OFFICE HOURS: Please email using your GPRC webmail account to request appointment.

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: BA1110 Introduction to Accounting

REQUIRED TEXT/RESOURCE MATERIALS:

Larson, K., & Dieckmann, H. (2019), *Fundamental ACCOUNTING PRINCIPLES* (16th ce, Vol. 2). McGraw-Hill Ryerson Limited. *

* This text or e-book includes the *Connect with Smartbook* online learning system. The text or e-book and Connect with Smartbook will be used extensively.

All students must have online access to Connect with Smartbook. You must have a Connect access code in order to gain access to the online resources. It is the student's choice if they purchase a textbook with access code, or an e-book with an access code. If you have purchased a used textbook, you will have to purchase an access code separately at <https://connect.mheducation.com/class/a-head-spring-2020>. Connect accounts from other courses will not transfer to this section.

Financial calculator (choose one of the following popular brands):

- Texas Instruments (BA II Plus),
- Hewlett-Packard (HP-10B II), or
- Sharp (EL-738) (used in BA1050)

Calculators and pre-approved translation devices are the only electronic devices allowed during quizzes, tests and/or examinations. Cell phones and programmable devices may not be used in testing or examinations. Devices may not be shared by students during quizzes, tests, and/or the final exam. Please use your own approved calculator in class, quizzes, and exams.

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 Windows Laptops Windows Tablets	Windows 10 Home Windows 10 Professional Windows 8 or 8.1 *Windows 10S is not supported in S mode	Dual-core CPU 2 GB RAM 64 GB storage 1280x768 display resolution Microphone Speakers or Headphones Web camera
Mac Desktops Mac Laptops	macOSX 10.13 or higher	Dual-core CPU 4 GB RAM 64 GB storage 1280x800 display resolution Microphone Speakers or Headphones Web camera
Chromebooks	ChromeOS with updates enabled	Dual-core CPU 2 GB RAM 16 GB storage Speakers or Headphones
iPad v3 or newer	iOS 7.0 or iPadOS 13	8 GB of free storage Speakers or Headphones
Android Tablet	Android 6.0	Dual-core CPU 1 GB RAM 8 GB of free storage 1280x800 display resolution Speakers or Headphones

SOFTWARE & NETWORK REQUIREMENTS:

The following software apps and internet capacity are required to participate in online courses at GPRC:

Application	
Web Browser	Google Chrome with auto updates enabled
Office Suite *GPRC students receive a free Microsoft Office 365 license for Windows or macOSX	Microsoft Office 365 Microsoft Office 2016 or 2019 or compatible office suite
Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

COURSE MANAGEMENT SYSTEM:

GPRC uses the **Moodle** online course management system.

To access Moodle, visit <http://moodle.gprc.ab.ca/>

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, Connect chapter practice exercises, and assignments before progressing to the next week. Please adhere to the tentative weekly schedule; see section below. You can participate in Moodle discussion forums to offer and receive support from your instructor and other students.

The course is delivered entirely online using GPRC Moodle software and the McGraw-Hill Connect Online Learning System (Connect). For each chapter, a MS PowerPoint presentation is available. Relevant practice exercises for each chapter will be assigned as well as periodic Connect assignments and term exams to test your knowledge, understanding, and application of the material throughout the course. You will be evaluated several times so you can assess how you are doing as you work through the material. The practice exercises, assignments and term tests have *specific due dates* to keep you on track so you finish the 8 week course on time. You may, however, complete and submit these evaluations before their due dates.

It is highly recommended that you take advantage of all of the material on the Moodle course and McGraw Hill Connect websites. Access to Connect comes with the purchase of your textbook. Connect's other supplementary material entitled Smartbook is available if you want an interactive reading experience. Important information, announcements, and grades are posted on the GPRC Moodle course site. Grades for practice exercises, assignments, and term tests are also posted to the GPRC Moodle gradebook within seven days after the due date. The grades posted will not include your final letter grade. Please check your MyGPRC account for your final letter grade after the completion of the course.

COURSE OBJECTIVES:

The following objectives will be covered in this course:

- Accounting for current and non-current liabilities and equity instruments
- Accounting for bonds, long-term notes payable, and investments
- Accounting for partnerships and corporations
- Reporting and analyzing cash flows
- Analyzing financial statements
- Payroll Liabilities

LEARNING OUTCOMES:

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

- 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
- 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 bonds and long-term notes payable
- Account for investments
- Prepare a statement of cash flows
- Explain and apply methods of financial statement analysis

- 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.

TRANSFERABILITY:

Athabasca University	Burman University
Concordia University of Edmonton	King's University, The
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.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>

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 (1% each)	9%
Connect Assignments (4 @ 4% each)	16%
Term Test 1	20%
Term Test 2	20%
Final Exam (comprehensive) **	<u>35%</u>
Total **	<u>100%</u>

*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%). You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed exercises, assignments, tests, and the exam. The weighting of each assessment activity is indicated above.

**The course end date is June 26, 2020. The final exam must be written before the end of day on June 26, 2020, and supervised by your Instructor or at an examination invigilation centre pre-approved by Instructor; Post Secondary Institutions are allowed and NOT public libraries.

ASSIGNMENTS, TERM TEST AND EXAM POLICIES:

- The Connect Online Learning System will automatically submit your assignments and practice exercises on the posted due date. Be sure to watch your deadlines and complete your work on time. There will be no extensions granted for late submissions. Incomplete Connect practice exercises and assignments will receive a grade of zero.
 - Students will be given multiple attempts for Connect Practice Exercises, however, 5% will be deducted for each new attempt.
 - Study attempts are allowed for Connect Practice Exercises; this will not change your grade.
 - Students will be given one attempt for Connect Assignments.
 - The McGraw Hill Connect Time Zone must be set to Canada/Mountain for the duration of the course. This will be monitored by the Instructor.
- The term tests have a 2-hour time limit and you will have only one attempt. It is recommended to not use your text book as a reference; using your text may cause you to run out of time.
- **The final exam must be supervised by the instructor or a pre-approved proctor at a pre-approved invigilation center.** Please submit the name, number and email address of your proctor to Instructor ten days prior to the desired exam date. If you are in the Grande Prairie area, it is recommended that your exam be taken at the Testing Center (if open) located in the GPRC Library on the second floor; Room F310. Contact the GPRC Testing Center to book your final examination date at examcentre@gprc.ab.ca. **Do not plan any activities during the examination week.**
- Approved business financial calculators and pre-approved translation devices are the only electronic devices allowed during the final examination. Textbooks or notes will not be allowed in the examination area. **Cell phone calculators and other electronic devices are not to be used in the final examination.**

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:

This is a compressed, 8-week spring session course. Students will cover one to two textbook chapters per week to keep pace. Please plan your study time accordingly.

Week	Read	Dates	Activity
1	Chapters 10	May 4	Quick Study Questions
		May 4 - 6	Connect Practice Exercises
2	Chapter 11	May 7 - 9	Quick Study Questions
		May 10 - 12	Connect Practice Exercises
		May 13	Assignment 1 – CH 10 and 11
3	Chapter 12	May 14 - 16	Quick Study Questions
		May 17 - 19	Connect Practice Exercises
4	Chapter 13	May 20 - 23	Quick Study Questions
		May 24 - 26	Connect Practice Exercises
		May 27	Assignment 2 – CH 12 and 13
		May 28 - 30	Term Test 1 - CH 10, 11, 12, and 13
5	Chapter 14	May 28 - 31	Quick Study Questions
		May 31 - Jun 2	Connect Practice Exercises
6	Chapter 15	Jun 3 - 6	Quick Study Questions
		Jun 7 - 9	Connect Practice Exercises
		Jun 10	Assignment 3 – CH 14 and 15
		Jun 11 - 13	Term Test 2 - CH 14 and 15
7	Chapter 16	Jun 11 - 14	Quick Study Questions
		Jun 14 - 16	Connect Practice Exercises
8	Chapter 17 & Appendix I	Jun 17 - 20	Quick Study Questions
		Jun 21 - 23	Connect Practice Exercises
		Jun 24	Assignment 4 – CH 16, 17, & Appendix I
9	Final Exam ** (Comprehensive)	Jun 25 - 26	Complete Final Exam with Instructor or pre-approved invigilator at an examination center

**The course end date is June 26, 2020. The final exam must be written before the end of day on June 26, 2020, and supervised by your Instructor or by a pre-approved examination invigilation centre; Post Secondary Institutions are allowed and NOT public libraries.

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%). You are strongly encouraged to complete all assignments and exams—you will receive a zero (0) for any missed exercises, assignments, tests, and the exam. The weighting of each assessment activity is indicated above.

STUDENT RESPONSIBILITIES:

It is the student's responsibility to read, understand and comply with the College's Academic Policies, which are reviewed regularly, updated and posted on the College website. If students have any questions regarding these policies, please contact Student Services. Please see the Academic Policy on Student Rights and Responsibilities on the College website at <https://www.gprc.ab.ca/about/administration/policies/>

Participation

The expectation for this course is that students will read the chapter material and work through the recommended quick studies and practices exercises. Only after working through these questions should you check your work with the solutions provided. It is recommended that students supplement their learning with the *Connect* Online Learning System. Your focus should be on recording journal entries and preparing financial statements. Note that you will not learn accounting by simply reading and looking over solutions. Practicing problems from your text means beginning with a blank piece of paper or screen, writing your own answers and then correcting your own work with the aid of the solutions provided.

Read the material, do the end of chapter questions, check your work and apply your critical thinking skills. This way you will know if you are ready to write the two term tests and final exam.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan your schedule according to the course schedule above. You may complete assignments and tests before the due dates.

Students are expected to keep current with textbook readings, McGraw Hill Connect assignments, and Moodle postings. Course materials (course outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on Moodle, McGraw Hill Connect, and through GPRC Webmail. **Students are responsible for checking all three of these websites regularly; 2 – 5 times per week for the duration of the course.**

Email

Students may contact the instructor by email or zoom. Emails will be answered within one business day (weekdays).

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

Online Etiquette

Check your emails and course updates regularly. If there is no regular online meeting, your Moodle course and emails are the only effective way to communicate with your instructor and classmates.

Be careful with the “reply all” button. For an online course with a large number of students, it might be annoying to receive many emails that have nothing to do with you.

Talk in a professional manner with appropriate language. Avoid using strong or offensive language. As opposed to face to face conversation, people cannot see your body language and your tone online. This may cause misunderstanding and even conflicts. Be polite; be professional.

Respect others. People may come from different cultural, religious, and social backgrounds. They have their unique perspectives and ways of doing things. Respect their choices.

Be Forgiving. If you find anything offensive, report it to your instructor. Please remember that the speaker might be new to online interaction and the offense may be unintentional.

Respect others' privacy. Always respect other people's privacy. Do not forward others' emails to a third party without their permission.

Recording

Recording lectures or taking photos in zoom meetings is prohibited unless advance permission is obtained from the instructor. 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.

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: Academic and Non-Academic on Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/> and <https://www.gprc.ab.ca/about/administration/policies/fetch.php?ID=68>

**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, classwork, 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 assignments.
- 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 offences 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 offence.