



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2020

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

INSTRUCTOR: Abigail (Abby) Head

PHONE: (780) 539-2712

OFFICE: C304

E-MAIL: ahead@gprc.ab.ca

OFFICE HOURS: Please email for an appointment.

CALENDAR DESCRIPTION:

The course provides a 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: BA1110

REQUIRED TEXT/RESOURCE MATERIALS:

Larson, K., Jensen, T., & Dieckmann, H. (2016), *Fundamental ACCOUNTING PRINCIPLES* (16th CDN ed., Vol. 2). McGraw-Hill Ryerson Limited.

This text includes the *Connect* online learning system. The text and Connect will be used extensively.

Financial Calculator (choose one of the following popular calculator 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 or examinations. *Cell phones and programmable calculators may not be used in testing or examinations. Devices may not be shared by students during quizzes, tests, and/or the final exam.* Please bring *your own* approved calculator to the final exam.

Minimum computer system requirements:

Windows	
Operating System	2000, ME, XP, Vista
Processors	Pentium II - 500Mhz or higher
Memory (RAM)	512 MB or more
Free Hard Disk Space	1GB
CD-ROM	
Internet Connections	Cable/DSL high-speed internet
Audio/Video	Colour Monitor - 800 X 600 screen resolution, sound card, and speakers or headset
Macintosh	
Operating System	OS X 10.3 or higher
Processors	G4, G5 or Intel
Memory (RAM)	512 MB or more
Free Hard Disk Space	1GB
CD-ROM	
Internet Connections	Cable/DSL high-speed internet
Audio/Video	Colour Monitor - 800 X 600 screen resolution, audio capabilities, and speakers or headset

DELIVERY MODE(S):

This is a *paced* online self-study course. You will work through the course in the order in which it is presented, completing all textbook readings, Connect chapter practice exercises, and assignments before progressing to the next week. Please adhere to the tentative weekly schedule. You can participate in discussion forums to offer and receive support from 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 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 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 course site. Access to Connect comes with the purchase of your textbook. Connect's other supplementary material entitled SmartBook (SB) 2.0 is available if you want an interactive reading experience. Important information, announcements, and grades are posted on the GPRC course Moodle site. Grades for practice exercises, assignments, and term tests are also posted to the GPRC Moodle site within a week 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

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

TRANSFERABILITY:

Athabasca University
Concordia University of Edmonton
MacEwan University
University of Alberta

Burman University
King's University, The
Southern Alberta Institute of Technology
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/onlinerearch.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 Chapter Exercises	8%
Connect Assignments	14%
Term Test 1	20%
Term Test 2	20%
Final Exam*	38%
Total **	100%

**The course end date is April 13, 2019. The final exam must be written before the end of the day on April 18, 2019, at an examination invigilation centre approved by BA1120 Instructor. Invigilation centers at post-secondary institutions will be approved. Invigilation centers at public libraries will NOT be approved.*

***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. Students will receive a zero (0) for any missed assignments, quizzes and exams if not completed by the assigned deadline or in attendance.*

ASSIGNMENT, TERM TEST AND EXAM POLICIES:

- The Connect Online Learning System will *automatically* submit your assignments and practice exercises on the due date. Be sure to watch your deadlines and complete your work on time. If you fall behind, it is difficult to catch up. There are no extensions granted for late submissions. Incomplete Connect practice exercises and assignments will receive a grade of zero. Study attempts are allowed and will not change your grade after the submission deadline.
- The term tests have a 2-hour time limit and you will have only ONE attempt. They are to be written without the use of your text. Do not attempt to use your text as you will run out of time.

- The final exam must be **supervised at an instructor approved post-secondary invigilation center**. Please submit the name, number and email address of your invigilation center to ahead@gprc.ab.ca fourteen days prior to the desired exam date outlined in the Evaluations section above. If you are in the Grande Prairie area, it is recommended that your final exam be taken at the Testing Center 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.
- Approved business financial calculators (see required text/material resources) 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.*
- Students will be allotted two to three hours to complete the final exam; to be announced before the final exam. The final exam will be a paper exam and not in Connect.

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
January 5	Current Liabilities	Chapter 10
January 12	Partnerships	Chapter 11
January 19	Partnerships	Chapter 11
January 26	Organization and Operation of Corporations	Chapter 12
February 2	Corporate Reporting: Profit, Earnings Per Share, and Retained Earnings	Chapter 13
February 9	Review	
February 16	Term Test # 1: due before midnight February 19, 2020	Chapter 10 - 13
February 23	Bonds and Long-Term Notes Payable	Chapter 14
March 1	Bonds and Long-Term Notes Payable	Chapter 14
March 8	Accounting for Debt and Share Investments	Chapter 15
March 15	Accounting for Debt and Share Investments	Chapter 15
March 22	Term Test # 2: due before midnight March 25, 2020	Chapter 14 - 15
March 29	Reporting and Analyzing Cash Flows	Chapter 16
April 5	Analyzing Financial Statements	Chapter 17
April 12	*COMPREHENSIVE FINAL EXAM	All Chapters

**The course end date is April 13, 2019. The final exam must be written before the end of the day on April 18, 2019, at an examination invigilation centre approved by BA1120 Instructor. Invigilation centers at post-secondary institutions will be approved; please check fees for invigilation. Invigilation centers at public libraries or public schools will NOT be approved.*

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 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 paper or screen, writing your own answers and then correcting your own work with the aid of solutions.

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 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.*

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 and reference to the course material(s) 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: 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.