

**Introduction to Financial Accounting**
**3 credits**
**Prerequisite(s): BUS 100**

Class Information		Instructor Information		First day of classes:	Sept. 12, 2017
<b>Days:</b>	Lecture: Tuesday Tutorial: Thursday	<b>Instructor:</b>	Don VanderZwaag, CPA (CA), CPA (Illinois)	<b>Last day to add/drop, or change to audit:</b>	Sept. 17, 2017
<b>Times:</b>	Lecture: 18:30 – 21:30 Tutorial: 17:15 – 18:15	<b>Email:</b>	cfo@ambrose.edu	<b>Last day to request revised exam:</b>	Oct. 23, 2017
<b>Rooms:</b>	Lecture: A2210 Tutorial: A1085-1	<b>Phone:</b>	403-410-2912	<b>Last day to withdraw from course:</b>	Nov. 13, 2017
<b>Final Exam</b>		<b>Office:</b>	A2027	<b>Last day to apply for time extension for coursework:</b>	Nov. 20, 2017
December 19, 2017 18:30 – 21:30		<b>Office Hrs:</b>	Daily, as available	<b>Last day of classes:</b>	Dec. 11, 2017

**Textbook:** *Accounting Principles, Volume 1, Seventh Canadian edition, Weygandt, Kieso, Kimmel, Trenholm, Warren, Novak, John Wiley & Sons Canada Ltd.*

**Course Description:**

This course focuses on the accounting concepts and procedures involved in recording and reporting the organization and operation of business corporations. In addition to accounting principles, students also learn how to read and interpret financial statements.

**Expected Learning Outcomes:**

Accounting is the financial language used to report the financial activity of organizations. Whether a student intends to be an accountant or not, business students need to develop their skills in this language to prepare them for a variety of organizational roles. **ACC 200** is an introductory level financial accounting course designed to introduce financial accounting concepts and processes and financial statement preparation and analysis. The accounting cycle and information systems, recording of transactions, and preparation of adjusting journal entries serve as an introduction to accounting processes and procedures. Accounting for cash, inventory, receivables, investments, long-lived assets, liabilities, shareholders' equity are then examined. This course is designed for both students who are considering further study in accounting and those that have a general interest in business.

**Course Schedule:**

See last page

## Requirements:

Group and individual assignments and projects will reinforce the learning objectives of each topic area. The midterm and final exams, supported by quizzes, are designed to test the conceptual understanding and procedural application of the material covered during the course, and will be patterned after the in-class and assigned exercises and problems.

Assignments are submitted by paper copy in class. **Use of computer software to prepare assignments is strongly encouraged, and may be required on certain assignments.**

Course evaluation:

	<u>Weight</u>
Assignments	10%
Quizzes - 2	15%
Midterm exam	30%
Final exam	45%
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	100%

*Note: A minimum of 50% on the Final Exam is a requirement for successful completion of this course.*

## Attendance:

The course combines **lectures** and **in-class problem solving**. To effectively work on problems in class you will need to read the assigned chapter prior to class. **Class attendance and keeping up to date on the material is critical to be successful in this course.** To learn and understand the material you need to study each chapter thoroughly and complete the assigned problems. Additional solved problems are found at the end of each chapter and online.

While no grade is assigned for student participation in class, students that actively participate generally perform better on exams and assignments. The class will be interactive in nature and your contribution and questions are appreciated. Always bring your text and calculator to class, and be prepared to do practice problems and cases in class, both individually and in groups.

## Grade Summary:

The available letters for course grades are as follows:

% Grade	Letter Grade	Description
95% to 100%	A+	
90% to 94%	A	Excellent
85% to 89%	A-	
80% to 84%	B+	
76% to 79%	B	Good
72% to 75%	B-	
68% to 71%	C+	
64% to 67%	C	Satisfactory
60% to 63%	C-	
55% to 59%	D+	
50% to 54%	D	Minimal Pass
0% to 49%	F	Failure

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously. Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.



## Policies:

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

### Exam Scheduling

Students who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### **Extensions**

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### **Appeal of Grade**

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### **Academic Integrity**

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note:** Students are strongly advised to retain this syllabus for their records.

## CLASS SCHEDULE

Below is a tentative schedule and outline. Recognizing that teaching excellence requires a degree of flexibility and responsiveness to both students' needs and emergent circumstances, adjustments to the course outline may sometimes be necessary, provided that no student is disadvantaged by the change.

Week	Lecture Date	Topic	Reading	Tutorial Date	Assessment
1	12-Sep-17	Accounting in Action: Purpose and Use of Financial Statements	Chapter 1	14-Sep-17	
2	19-Sep-17	The Recording Process	Chapter 2	21-Sep-17	
3	26-Sep-17	Adjusting the Accounts	Chapter 3	28-Sep-17	
4	3-Oct-17	Completion of the Accounting Cycle	Chapter 4	5-Oct-17	
5	10-Oct-17	Accounting for Merchandising Operations	Chapter 5	12-Oct-17	
6	17-Oct-17	Review		19-Oct-17	<b>Quiz 1</b>
7	24-Oct-17	Chapters 1 - 5			<b>Mid-term exam</b>
8	31-Oct-17	Inventory costing	Chapter 6	2-Nov-17	
9	7-Nov-17	Fall Break - no classes			
10	14-Nov-17	Internal Control and Cash	Chapter 7	16-Nov-17	
11	21-Nov-17	Accounting for Receivables	Chapter 8	23-Nov-17	
12	28-Nov-17	Long-lived Assets	Chapter 9	30-Nov-17	<b>Quiz 2</b>
13	5-Dec-17	Current Liabilities and Payroll	Chapter 10	7-Dec-17	
14	19-Dec-17	Chapters 1 - 10			<b>Final Exam</b>