

<b>Course ID:</b>	<b>Course Title:</b>	<b>Fall 2022</b>
<b>ACC 200</b>	<b>Introduction to Financial Accounting</b>	<b>Prerequisite: BUS 100</b>
		<b>Credits: 3</b>

Class Information		Instructor Information		Important Dates	
<b>Days:</b>	Lectures: Tues & Thurs Tutorial: Tues	<b>Instructor:</b>	Andrew Johnston MBA, MSc	<b>First Day of Class:</b>	Sept. 6
<b>Time:</b>	9:45-11:00AM	<b>Email:</b>	andrew.johnston@ambrose.edu	<b>Last Day to Add/Drop:</b>	Sept. 18
<b>Room:</b>		<b>Office Hours:</b>	By appointment.	<b>Last Day to Withdraw:</b>	Nov. 21
<b>Lab/Tutorial:</b>	90mins Tues 8:00-9:30AM			<b>Last Day to Apply for Coursework Extension:</b>	Nov. 23
<b>Final Exam:</b>	TBC			<b>Last Day of Class:</b>	Dec. 8

### Important Dates and Information

For a list of all important dates and information regarding participating in classes at Ambrose University, please refer to the Academic Calendar at <https://ambrose.edu/academic-calendar>.

### 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.

## Textbooks

**Financial Accounting 8<sup>th</sup> Canadian Edition with WileyPlus access code (required for assignments).** Kimmel P., Weygandt, J., Kieso, D., Trenholm, B., Irvine, W., and Burnley, C (Wiley Publication).

WileyPlus course website for registration: <https://learn.wileyplus.com/courses/112332>

## Course Schedule

See last page.

## Requirements:

Assignments 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 online through the WileyPlus portal. **Students will need access to Microsoft Excel to complete their weekly assignments.**

<u>Course Evaluation</u>	<u>Weight</u>
WileyPlus Assignments	20%
Quizzes	10%
Midterm Exam	30%
Final Exam	40%
	<u>100%</u>

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 laptop 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:

Percentage	Grade	Grade Points	Description
98.0+	A+	4.00	Outstanding.
94.0-97.9	A	4.00	Excellent.
90.0-93.9	A-	3.70	Approaching excellent.
86.0-89.9	B+	3.30	Exceeding good performance.
82.0-85.9	B	3.00	Good performance.
78.0-81.9	B-	2.70	Approaching good performance.
74.0-77.9	C+	2.30	Exceeding satisfactory performance.
70.0-73.9	C	2.00	Satisfactory performance.
66.0-69.9	C-	1.70	Approaching satisfactory performance.

62.0-65.9	D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject.
58.0-61.9	D	1.00	Minimal pass. Insufficient preparation for subsequent courses in the same subject.
< 58.0	F	0	Failure. Did not meet course requirements.

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.

## Ambrose University Important Information:

### 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.

### Exam Scheduling

Students who find a conflict in their exam schedule must submit a *Revised Final Exam Time Application* to the Office of the Registrar by the deadline noted in the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; or 2) the scheduled final examination slot results in three consecutive examination periods. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class. Please refer to your professor regarding their electronic etiquette expectations.

### 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. 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.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/academics/academic-calendar>

### Privacy

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).

### Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and registrar. Normally, Course Extension Applications will be considered only when all of the following conditions are met:

- the quality of prior course work has been satisfactory;
- circumstances beyond your control, such as an extended illness or death of a family member, make it impossible for you to complete the course work on time; and
- you submit *Coursework Extension Application* to the Office of the Registrar on or before the deadline specified in the Academic Schedule.

If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course. A temporary grade of TX will be assigned until a final grade is submitted in accordance with the new deadline. A final grade of F will apply to:

- all course work submitted after the end of the semester unless a coursework extension has been granted; and all course work submitted after the revised due date provided by an approved extension to coursework.

## Academic Success and Supports

### Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that

may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

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

### **Ambrose Writing Services**

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/sas/writing-services>

### **Ambrose Tutoring Services**

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

### **Mental Health Support**

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

#### On Campus:

- Counselling Services: [ambrose.edu/counselling](https://ambrose.edu/counselling)
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at [ambrose.edu/wellness](https://ambrose.edu/wellness).
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See <https://ambrose.edu/student-life/crisissupport> for a list of staff members.

#### Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

### **Sexual Violence Support**

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – [ambrose.edu/sexual-violence-response-and-awareness](https://ambrose.edu/sexual-violence-response-and-awareness).

#### Off Campus:

- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888

**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.

Session	Day	Lecture Date	Topic	Reading	Assessment
1	Thurs	Sep 8	Purpose and use of financial statements.	Chap 1	Homework and Excel, chap 1, due Sep 12.
2	Tue	Sep 13	A further look at financial statements pt 1.	Chap 2	Homework and Excel, chap 2, due Sep 19.
3	Thurs	Sep 15	A further look at financial statements pt 2.	Chap 2	Quiz
4	Tues	Sep 20	The accounting information system pt 1.	Chap 3	Homework and Excel, chap 3, due Sep 26.
5	Thurs	Sep 22	The accounting information system pt 2.	Chap 3	Quiz
6	Tues	Sep 27	Accrual accounting concepts pt 1.	Chap 4	Homework and Excel, chap 4, due Oct 3.
7	Thurs	Sep 29	Accrual accounting concepts pt 2.	Chap 4	Quiz
8	Tues	Oct 4	Merchandising operations pt 1.	Chap 5	Homework and Excel, chap 5, due Oct 10.
9	Thurs	Oct 6	Merchandising operations pt 2.	Chap 5	Quiz
10	Tues	Oct 11	Reporting and analysing inventory pt 1.	Chap 6	Homework and Excel, chap 6, due Oct 17.
11	Thurs	Oct 13	Reporting and analysing inventory pt 2.	Chap 6	Quiz
13	Tues	Oct 18	Internal control and cash pt 1.	Chap 7	Homework and Excel, chap 7, due Oct 24.
14	Thurs	Oct 20	Internal control and cash pt 2.	Chap 7	Quiz
15	Tues	Oct 25	Reporting and analysing receivables pt 1.	Chap 8	Homework and Excel, chap 8, due Oct 31.
16	Thurs	Oct 27	Reporting and analysing receivables pt 2.	Chap 8	Quiz
17	Tues	Nov 1	Reporting and analysing long-lived assets pt 1.	Chap 9	Homework and Excel, chap 9, due Nov 14.
18	Thurs	Nov 3	Reporting and analysing long-lived assets pt 2.	Chap 9	MIDTERM EXAM
	Tues	Nov 8	Reading week. No classes.		
	Thurs	Nov 10	Reading week. No classes.		

19	Tues	Nov 15	Reporting and analysing liabilities pt 1.	Chap 10	Homework and Excel, chap 10, due Nov 21.
20	Thurs	Nov 17	Reporting and analysing liabilities pt 2.	Chap 10	Quiz
21	Tues	Nov 22	Reporting and analysing shareholders' equity pt 1.	Chap 11	Homework and Excel, chap 11, due Nov 28.
22	Thurs	Nov 24	Reporting and analysing shareholders' equity pt 2.	Chap 11	Quiz
23	Tues	Nov 29	Statement of cash flows pt 1.	Chap 13	Homework and Excel, chap 13, due Dec 5.
24	Thurs	Dec 1	Statement of cash flows pt 2.	Chap 13	Quiz
25	Tues	Dec 6	Performance measurement pt 1.	Chap 14	Homework and Excel, chap 14, due Dec 12.
26	Thurs	Dec 8	Performance measurement pt 2.	Chap 14	Quiz
<b>FINAL EXAM DATE TO BE CONFIRMED</b>					