



COURSE OUTLINE

ACCT120

INTRODUCTORY ACCOUNTING

**54 HOURS
3.0 CREDITS**

PREPARED BY: Jennifer Moorlag, Instructor

DATE: July 20, 2018

APPROVED BY: Margaret Dumkee, Dean

DATE: August 6, 2018

APPROVED BY ACADEMIC COUNCIL



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Introductory Accounting

INSTRUCTOR: Jennifer Moorlag, M.ED	OFFICE HOURS: M/W 10am-noon T/TH 1pm-3pm
OFFICE LOCATION: A2412	CLASSROOM: A2406
E-MAIL: jmoorlag@yukoncollege.yk.ca	TIME: T/TH 10:00am - 12:00pm
TELEPHONE: (867) 668-8756	DATES: Sept. 6 - Dec. 20, 2018

COURSE DESCRIPTION

This course is an introduction to accounting concepts and practices, focusing on the most simple business organization - sole proprietorship in a service industry. Students will learn bookkeeping fundamentals, taking a business through a full accounting cycle. Accounting is the language of business that employees at all levels should have a basic understanding of.

PREREQUISITES

None

RELATED COURSE REQUIREMENTS

This course will require use of the textbook publisher's online learning platform. The *AME Engage* learning hub will be used for most aspects of the course including learning activities, quizzes, assignments and tests. This is a mandatory part of the course and immediate sign on upon starting the course is required. Information for getting started will be found on our course page in Moodle. Purchase of a used textbook will require additional purchase of an AME Pin Code.

EQUIVALENCY OR TRANSFERABILITY

(Office Admin) ACCT120 & ACCT220 → (Bus Admin) ACCT 101
ABTO101

LEARNING OUTCOMES

Upon successful completion of the course, students will have demonstrated the ability to:

1. Recognize and explain key terminology and concepts within the accounting field
2. Classify accounts within the accounting equation
3. Demonstrate proper bookkeeping practices - analyzing and recording transactions
4. Calculate period-end adjustments for specific accounts
5. Create properly formatted period-end financial statements from accounting records
6. Collaborate effectively within a group on small assignments

COURSE FORMAT

The format of the course will include lectures, group work, and individual work. The assignments and quizzes will be completed online.

In addition to the assigned work, there will be term tests and one final examination.

ASSESSMENTS

Attendance & Participation

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class(es) will put a student at a serious disadvantage. A large number of skills must be mastered, and a great deal of specific information must be understood.

If you do miss class(es), please let the instructor know, in advance if possible, and the instructor can then tell you how to make up for the missed class(es). Upon returning to class after any absence, students are responsible for checking with the instructor for work or handouts missed during their absence.

Students are responsible for reading the text before class as the classes are designed to highlight the content in the text. The instructor will base lectures and activities on the assumption that the students have already reviewed or read the material for that day. **The most successful students are those students who complete and check with the answer key all the exercises in the workbook for each chapter before doing the hand-in work for that chapter.**

Assignments

Each assignment must be presented in a separate file folder with the student's name clearly printed on the tab.

All assignments must be handed in *at the beginning of class* on the day requested unless previous arrangements have been made *in writing* with the instructor.

Late assignments will lose 10% per day penalty for each of the first three days. No assignment will be marked after the three-day penalty period.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

Tests

The term tests and final exam must be written at and completed within the scheduled class time.

In the rare instance that you might miss a term test, it is your responsibility to notify the instructor in advance and bring a doctor's note or a written explanation when you see the instructor as soon as you return in order to arrange an alternate test time. The test must be written within five (5) days of your return. If no valid reason is given for missing a test, your mark for the test will be "0".

If you are unable to write the final exam because of illness, you must notify your instructor in advance and provide a doctor's note to be allowed to write at a different time. The exam must be written within five (5) days of your return.

EVALUATION

Assignments/Participation/Quizzes	30%
Term Tests	30%
Final Exam	40%
Total	100%

Grades On Transcript

For transcript purposes, percentage marks are converted into letter grades according to the following system:

A = 90 - 100

B = 80 - 89

C = 70 - 79

Note: D = 60 - 69 “D” does not meet the standard as a prerequisite for ACCT220

F = under 60 (Fail)

REQUIRED TEXTBOOKS AND MATERIALS

Joffe, N. (2016). *Key Accounting Principles (Vol. 1, 4th ed.)* Toronto, ON: AME Learning Inc. ISBN: 978-1-926751-27-6

Workbook ISBN: 978-1-926751-28-3

Pens, pencils, eraser, calculator, ruler, and file folders (2).

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are

public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

CHEATING

Cheating involves actual, intended, or attempted deception and/or dishonest action in relation to any academic work of Yukon College. The penalties for academic dishonesty are severe and are described in section 4.02 and 4.03 of Yukon College's Academic Regulations and Procedures.

Examples of cheating include the following:

Taking unauthorized material into an evaluation and/or talking or communicating with another student during an evaluation. Unauthorized material in an evaluation will be regarded as attempted deception. Unauthorized material includes any notes/documents on your person and non-permitted equipment/devices (e.g. a prohibited model of calculator or an iPhone). If after the evaluation has started it is discovered that you have unauthorized material in your possession, including any information written on a part of your body or on clothing, it will automatically be assumed that cheating has taken place. The consequence will be the award of a mark of zero for the evaluation affected. Talking or communicating with another student during an evaluation is also considered cheating. You are not allowed to talk or communicate in any way with another student whilst you are in the evaluation room. Talking or communicating with another student during an evaluation may result in you receiving a mark of zero for the evaluation affected.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 456-8629 or lac@yukoncollege.yk.ca.

CHALLENGING THE COURSE

Should you feel that you already know the material to be covered in ACCT 120, you should speak to your instructor about challenging the course. You may challenge the exam ONCE and ONLY ONCE. The exam must be taken on or before **Friday, October 12, 2018**. **The College Challenge Exam Fee will apply.**

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. The last day that a student may formally withdraw from ACCT 120 without academic penalty is **Friday, November 9, 2018**. Failure to complete the course from that date will result in an "F" indicating failure on your transcript.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.