



COURSE OUTLINE

ACCT 220

INTERMEDIATE ACCOUNTING

3.0 CREDITS

PREPARED BY: Jennifer Moorlag, Instructor DATE: November 1, 2018

APPROVED BY: Margaret Dumkee, Dean DATE: December 19, 2018

APPROVED BY ACADEMIC COUNCIL: Click or tap to enter a date

RENEWED BY ACADEMIC COUNCIL: Click or tap to enter a date



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INTERMEDIATE ACCOUNTING

INSTRUCTOR:	Jennifer Moorlag	OFFICE HOURS:	T/Th 2:30-4:00pm W/F 9:00-10:30am
OFFICE LOCATION:	A2412	CLASSROOM:	A2406
E-MAIL:	jmoorlag@yukoncollege.yk.ca	TIME:	W/F/ 10:30-12:00 And Every 2 nd Monday 10:30-12:00
TELEPHONE:	668-8756	DATES:	Jan. 4 – Apr. 26

COURSE DESCRIPTION

This course is an introduction to intermediate accounting principles and concepts. The course content includes an overview of forms of business organization and Generally Accepted Accounting Principles; combination and special journals; accounts receivable and payable ledgers; departmentalized accounting; payroll; and departmental cost accounting for a merchandising business.

PREREQUISITES

ACCT 120 with better than 70%

RELATED COURSE REQUIREMENTS

Students will be expected to use the AME Learning - Textbook support website, which requires an access code provided within a new textbook. Students who completed ACCT 120 in December of 2018 will NOT need to buy a new textbook. Students without a textbook will need to purchase an access code online from Pearson.

EQUIVALENCY OR TRANSFERABILITY

ACCT 120 & 220 → ACCT 101
ACCT 220 → ABTO 201

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to

- Apply accounting concepts, principles and practices related to special journals
- Apply accounting concepts, principles and practices related to accounts receivable, and accounts payable subsidiary ledgers
- Utilize the CRA tax tables to prepare a payroll summary, including employee and employer contributions to government programs such as CPP and EI
- Demonstrate proper bookkeeping practices relating to purchases and sales in a merchandising business
- Prepare the year-end financial reporting for a merchandising business

COURSE FORMAT:

The format of the course will include lectures, group and individual work. Instructor lead exercises and handouts will be used throughout the course to emphasize concepts and procedures.

Graded assignments will be provided as handouts or will be assigned from the text. In addition to the assignment work, there will be **three** 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 class(es) will put a student at a serious disadvantage. A large number of very specific skills must be mastered, and a great many concepts and principles must be understood.

If you do miss a class, please let the instructor know, and the instructor can tell you how to make up for the missed class(es). While absent, students are expected to check the course syllabus and Moodle page to keep up with missed work.

The classes will be based on the assumption that students have reviewed or read the material to be covered for that day. At the end of each class, your instructor may assign specific practice exercises. Students are responsible for completing the assigned exercises **prior** to the next scheduled class.

Assignments

Your instructor maintains the discretion to treat each situation of late assignments and missed tests individually.

Each assignment must be presented in a professional manner, with pages in the correct order, in a file folder with the student's name clearly printed on the folder tab.

All assignments must be submitted *before the beginning of class* on the due date 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. The due date is considered Day 1. 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.

Final Exam and Term Tests

The final exam must be written and completed within the scheduled time. Approved reference materials may be used during the term tests and final exam.

If you are unable to write the final exam for any reason, you must provide advance notice in order to have an opportunity at writing at a later time. A doctor's note should be obtained if the reason for missing a test is illness. The exam must be written within three days of your return.

Marking Scheme

1–2 marks will be deducted for minor error such as formatting, dates, and posting references

3–5 marks will be deducted for major errors such as mathematical and procedural mistakes

EVALUATION

Assignments/Quizzes	40%
Term Test (3)	30%
Final Exam	30%
Total	100%

In order to pass this course, you must obtain a mark of 60% or greater and you **must pass the final exam with a grade of 50% or greater.**

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

A = 90-100

B = 80-89

C = 70-79

D = 60-69

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

Calculator, pens/pencils, ruler, 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): lac@yukoncollege.yk.ca.

CHALLENGING THE COURSE

Should you feel that you already know the material to be covered in ACCT 220, 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, February 1, 2019**. The College Challenge Exam Fee will apply.

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until approximately one half of the course contact hours have been completed. The last day that a student may formally withdraw from ACCT 220 without academic penalty is **Friday, March 8, 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 to the Admissions and Registration area 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.