

**BUS 130E – Introductory Financial Accounting I**

*3 credits, 3 hours*

An introduction to the subject of accounting will be provided. The major objective of BUS 130 and BUS 131 is to foster an understanding of accounting and the ways it serves in developing useful information which will provide a basis for sound business decisions. Topics of study include the procedural matters relating to the complete double entry accounting cycle, including special journals subsidiary ledgers and general ledgers, worksheets and the preparation of financial statements.

*Prerequisites: Math 30-1/Math 30 Pure or Math 30-2/Math 30 Applied*

**Instructor**

Tianze Li  
S111A  
780-791-8937  
[tianze.li@keyano.ca](mailto:tianze.li@keyano.ca)

**Office Hours**

Monday	1:00 pm to 1:50 pm 2:00 pm to 2:50 pm
Tuesday	1:00 pm to 1:50 pm
Wednesday	2:00 pm to 2:50 pm
Thursday	2:00 pm to 2:50 pm

**Hours of Instruction**

Monday 6:30 – 9:30pm, S107

**Required Resources**

**Fundamental Accounting Principles Volume I**, Kermit D. Larson, & Tilly Jensen, Fifteenth Canadian Edition, ISBN 9781259087271

Access to McGraw-Hill Connect

Recommended calculator: Texas Instruments BAII Plus

**Course Outcomes**

Students will be able to:

- Use accounting practices and accounting principles as a basis for sound business decisions
- Analyze business transactions and prepare journal entries to record typical business transactions
- Post journal entries
- Prepare trial balances
- Prepare financial statements

**Evaluation**

In-class Activities	10%
Quizzes	15%
Assignments	25%
Midterm Exam	20%
Final Exam	<u>30%</u>
Total	100%

A grade of C- is required for progression or transfer.

**Grading System**

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
Good	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
Satisfactory	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
	C-	1.7	60 – 63.9
Poor	D+	1.3	57 – 59.9
<b>Minimum Pass</b>	D	1.0	50 – 56.9
Failure	F	0.0	< 50

**Proposed Schedule of Topics**

Date	Topic	Content
8 Jan	Accounting in Business	Chapter 1
15 Jan	Analyzing and Recording Transactions Part I	Chapter 2
22 Jan	Analyzing and Recording Transactions Part II	Chapter 2
29 Jan	Adjusting Accounts for Financial Statements Part I	Chapter 3
5 Feb	Adjusting Accounts for Financial Statements Part II	Chapter 3
12 Feb	Completing the Accounting Cycle and Classifying Accounts	Chapter 4
19 Feb	Family Day, no class	
26 Feb	Mid-term Exam	
5 Mar	Accounting for Merchandising Activities	Chapter 5
12 Mar	Merchandise Inventory and Cost of Sales	Chapter 6
19 Mar	Internal Control and Cash	Chapter 7
26 Mar	Receivables	Chapter 8
2 Apr	Eastern Monday, no class	
9 Apr	Payroll Liabilities Accounting Information Systems	Appendix I Appendix II
16-20 Apr	Final Exam	

**Please Note:**

Date and time allotted to each topic is subject to change.

## Performance Requirements

### Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

### Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

## Specialized Supports

### Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

**SKILL Centre**

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.