

COURSE OUTLINE		
<b>TERM: Fall 2022</b>	<b>COURSE NO: BFIN 141</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: Introductory Accounting I</b>	
<b>OFFICE: LOCAL:</b> <b>E-MAIL: @capilanou.ca</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 3.0</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lilwat7úl (Lil'wat), xʷmə̌ł̓ ʔkʷəyəm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

### COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. May be delivered online or mixed mode.

### COURSE PREREQUISITES/CO-REQUISITES

None

### CALENDAR DESCRIPTION

This course is an introduction to financial accounting concepts and business principles. Students will analyze and record business transactions and create financial statements, and they will be exposed to a broad range of topics including business organizations, asset management, liability reporting and financial statement analysis. We recommend that students with weak math skills take BADM 102 (Quantitative Methods) before, or in conjunction with BFIN 141. (CPA transferable with BFIN 142).

### COURSE NOTES

BFIN 141 is an approved Quantitative/Analytical course for baccalaureate degrees.

BFIN 141 is an approved Numeracy course for Cap Core requirements.

BFIN 141 is equivalent to TOUR 116. Duplicate credit will not be granted for this course and TOUR 116.

### REQUIRED TEXTS AND RESOURCES

Larson, Kermit D., Dieckmann, Heidi, (2019). *Fundamental Accounting Principles, Volume 1*, (16<sup>th</sup> Canadian Ed.). Canada: McGraw Hill Ryerson. (Or similar).

**Connect:** Students must have Connect for assignments, additional practice problems and other resource materials. Connect includes the full E-textbook.

**COURSE STUDENT LEARNING OUTCOMES**

**On successful completion of this course, students will be able to do the following:**

1. Describe the nature and purpose of accounting information including its' limitations and basic concepts.
2. Apply generally accepted accounting principles in the analysis and recording of business transactions.
3. Classify, record, and summarize business transactions as they relate to service and merchandising operations, including inventory and receivables.
4. Prepare adjusting and closing entries and classified financial statements.
5. Account for the various classifications of assets and liabilities of a business.

**Students who complete this Numeracy course will be able to do the following:**

1. Apply both analytical and numerical skills to solve problems.
2. Summarize and analyze data in quantitative forms.
3. Interpret and draw conclusions from an analysis of quantitative data.
4. Represent quantitative information in a variety of forms (e.g. symbolically, visually, numerically, and verbally).
5. Incorporate quantitative evidence in support of an argument.

**COURSE CONTENT**

Week	TOPICS
1 & 2	Introduction <ul style="list-style-type: none"> <li>• The accounting environment</li> <li>• The accounting equation and financial statements</li> </ul>
3 & 4	The Accounting Cycle <ul style="list-style-type: none"> <li>• Analyze, record and post financial transactions</li> <li>• Adjusting and closing entries</li> <li>• Trial Balances and the classified balance sheet</li> <li>• Liquidity ratios</li> </ul>
5	Review Term Test #1
6	Cash and Banking <ul style="list-style-type: none"> <li>• Fundamental principles of internal control</li> <li>• Bank Reconciliations</li> </ul>
7-8	Receivables <ul style="list-style-type: none"> <li>• Uncollectable accounts</li> <li>• Short-Term Notes Receivable</li> <li>• Receivables ratios</li> </ul>
8-9	Merchandise Inventory <ul style="list-style-type: none"> <li>• Describe the perpetual and periodic inventory systems.</li> <li>• Merchandising costing, transactions and financial statements using the perpetual method.</li> <li>• Gross margin and inventory ratios</li> </ul>
10	Review Term Test #2
11	Property, Plant & Equipment and calculate their cost. <ul style="list-style-type: none"> <li>• Costing</li> <li>• Depreciation</li> </ul>
12	Current liabilities. <ul style="list-style-type: none"> <li>• Current Notes Payable.</li> <li>• Payroll liabilities.</li> </ul>
13	Final Exam Review
14 & 15	Final Exam Period

**EVALUATION PROFILE**

Assessment	% of Final
Assignments	15%
Term Test #1	25%
Term Test #2	25%
Final Exam (Comprehensive)	35%
Total	100%

**GRADING PROFILE**

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

**Incomplete Grades**

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Late Assignments**

Assignments are due at the date and time stated. If you anticipate any challenges with assignment dates, please consult with your instructor beforehand.

**Missed Exams/Quizzes/Labs etc.**

Missed exams or quizzes will receive a grade of "0" unless prior arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate, or other proof supporting the reason for the absence, will be required.

**Attendance**

Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

**English Usage**

All assignments are marked for correct English usage, proofreading and formatting.

**Electronic Devices**

Please note the use of programmable items such as calculators, dictionaries etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the

original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.