



Business Administration

Course Number:	BUAD 111
Course Title:	FINANCIAL ACCOUNTING I
Credits:	3
Calendar Description:	This course is an introduction to the system in which information is collected by the accounting process and presented by financial statements. Accounting cycle, statement preparation, special journals, internal control and the accounting for cash, inventory, payroll, merchandising and sales tax are examined. Basic financial reporting will be reviewed. <i>(also offered by Distance Education)</i>
Semester and Year:	Winter 2015
Prerequisite(s):	No
Corequisite(s):	No
Prerequisite to:	BUAD 121, 195, 207, 208, 236, 264, 272, 293, 298, 390
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA & Diploma - Required
Substitutable Courses:	No
Transfer Credit:	CA, CGA, CIB, CMA, PMAC credit together with BUAD 121
Special Notes:	Credit may be received by passing a challenge exam
Originally Developed:	1976
EDCO Approval:	April 2003
Chair's Approval:	

Professors

Name	Phone number	Office	Email
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Learning Outcomes

Upon completion of this course students will be able to:

- Prepare journal entries to record business transactions.
- Post journal entries and prepare a trial balance.
- Prepare end-of-period adjusting entries.
- Prepare an income statement, statement of owner's equity and a balance sheet.
- Close the accounts at the end of the financial year.
- Account for the purchase and sale of merchandise for a perpetual inventory system.
- Account for inventory for a perpetual inventory system.
- Use journals and subsidiary ledgers.
- Control cash transactions and prepare a bank reconciliation.
- Apply the basic principles of internal control.
- Prepare journal entries to record the direct write-off of accounts receivable as well as recovery of written off accounts.
- Account for notes receivable including interest calculations and year-end adjusting entries.
- Perform basic payroll preparation.

Course Objectives

This course will cover the following content including:

See weekly schedule.

Evaluation Procedure

Term Work, Homework and Quizzes	20%
Mid-term Exam	30%
Final Exam	50%
Total	100%

Notes

The mid-term exam will cover Chapters 1, 2, 3, and 4.

The mid-term exam will not be rescheduled for students unless they provide a doctor's note confirming that they were too ill to write the exam on the date scheduled.

The final exam is comprehensive and will cover the entire course.

Required Texts/Resources

Fundamental Accounting Principles, Volume 1, Larson et al, 14th Canadian Edition

Course Schedule

Date		Topic	Textbook
Week of:		Mon. Jan 5 Classes begin Family Day Feb 9 & Feb 10 to 13 Reading Break – no classes Good Fri. Apr 3 & Easter Mon. Apr 6 – no classes Tues. Apr 14 Last day of regularly scheduled classes	
Jan	5	Introduction/Financial Statements	Ch 1
	12	Analyzing and Recording Transactions	Ch 2
	19	Analyzing and Recording Transactions	Ch 2
	25	Adjusting Accounts for Financial Statements (Omit appendices 3A and 3B)	Ch 3
Feb	2	Adjusting Accounts for Financial Statements (Omit appendices 3A and 3B)	Ch 3
	9	READING BREAK (<i>Feb 9 to 13 – no classes</i>)	
	16	Completing the Accounting Cycle and Classifying Accounts (Omit appendices 4A and 4B)	Ch 4
	23	Completing the Accounting Cycle and Classifying Accounts (Omit appendices 4A and 4B)	Ch 4
Mar	2	Accounting for Merchandising Activities (Omit appendix 5A but we will cover 5B) Mid-term Exam (Chapters 1 - 4)	Ch 5
	9	Accounting for Merchandising Activities (Omit appendix 5A but we will cover 5B)	Ch 5
	16	Inventory and Cost of Sales (Omit Appendix 6A and 6B)	Ch 6
	23	Inventory and Cost of Sales (Omit Appendix 6A and 6B)	Ch 6
	30	Internal Control and Cash (Omit Appendix 8A)	Ch 8
Apr	6	Receivables and Sub Ledgers (Omit the allowance method of accounting for doubtful accounts and Appendix 9A and 9B)	Ch 9
	13	Payroll	Append. A-1
Apr	17 - 25	Final Exam Period	

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

What are the Students’ Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6th edition (2009). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.