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Course Name

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Code No.**I. COURSE DESCRIPTION:**

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

## 1. Describe Accounting

Potential Elements of the Performance

- 1.1 Identify forms of business organizations.
- 1.2 Identify users and uses of accounting.
- 1.3 Discuss importance of ethics and social responsibility to accounting.
- 1.4 Identify opportunities in accounting and related fields

## 2. Prepare financial statements and analyze business transactions

Potential Elements of the Performance

- 2.1 Explain the reporting aims of financial statements.
- 2.2 Apply generally-accepted accounting principles.
- 2.3 Analyze business transactions using the accounting equation.
- 2.4 Prepare financial statements reflecting business transactions.

## 3. Analyze and record transactions

Potential Elements of the Performance

- 3.1 List the steps in the accounting cycle.
- 3.2 Analyze the impact of transactions in T-accounts using debits and credits.
- 3.3 Record transactions in a general journal.
- 3.4 Post general journal entries to general ledger accounts.
- 3.5 Analyze a trial balance.

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4. Adjust accounts for financial statements

Potential Elements of the Performance:

4.1 Describe accrual accounting and the purpose of adjusting accounts at the end of a period.

4.2 Prepare common adjusting entries.

4.3 Prepare an adjusted trial balance.

4.4 Prepare financial statements from an adjusted trial balance.

4.5 Adjust prepaids and unearned revenues using an alternate method.

5. Complete the accounting cycle and classify the accounts

Potential Elements of the Performance:

5.1 Prepare a work sheet.

5.2 Explain why temporary accounts are closed each period.

5.3 Prepare closing entries.

5.4 Prepare a post-closing trial balance.

5.5 Prepare a classified balance sheet.

6. Account for merchandising activities

Potential Elements of the Performance:

6.1 Identify the unique financial statement components of a merchandising business.

6.2 Record transactions using a perpetual inventory system.

6.3 Record transactions using a periodic inventory system.

6.4 Prepare merchandising income statements.

6.5 Calculate both gross margin and mark-up

7. Calculate the values of merchandise inventory and cost of goods sold for a merchandising company.

Potential Elements of the Performance:

7.1 Determine the costs to be included in merchandise inventory.

7.2 Compute the cost of goods sold and the value of ending inventory using: First-in, first-out (FIFO) method ,Weighted average method , Specific identification method

7.3 Prepare entries to adjust inventory under the periodic and perpetual inventory systems.

7.4 Apply both the retail inventory and gross profit methods to estimate the value of ending inventories.

**III. TOPICS:**

1. Identify the key financial statements of a business organization and their purpose. Identify and correctly apply the Generally Accepted Accounting Principles, which relate to the preparation of the Income Statement, Balance Sheet and Statement of Owner's Equity. Apply the rules of debit and credit to record transactions properly and ensure the system is in balance at the end of the accounting period.
  
2. Prepare entries in the accounting system to adjust and to close the accounts, prepare a worksheet, more complicated financial statements, and a post closing trial balance.
  
3. Account for a merchandise business and work with two common inventory systems. Compute the proper valuations of inventory and use methods to estimate inventory.

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Fundamental Accounting Principles, 15th Canadian Edition, Volume I and 2 with Working papers. Larson, Jensen, Dieckmann. Publ: McGraw-Hill.

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**V. EVALUATION PROCESS/GRADING SYSTEM:**

Tests: All students will be required to complete three term tests during the course of the term. The total weighting of the three tests will represent 70% of the final term grade. The tests will be administered during the term as follows:

**Test #1:** Learning outcome # 1,2 and 3: Accounting concepts and principles, accounting principles for a service business including Balance Sheet, Income Statement. Prepare accounting entries from transaction analysis and working in the accounting cycle. Reference material is Chapter 1 and 2

**Test #2:** Learning outcome # 4 and 5. Adjusting the accounts at a period end according to the relevant principles of accounting, identifying types of adjustments, adjusted trial balance, preparing a worksheet, preparing a classified balance sheet, close the accounts and preparing a post closing trial balance. Reference material is Chapter 3 and 4.

**Test #3:** Learning outcome # 6 and 7 : Accounting for merchandising activities, working with periodic and perpetual inventory systems. Preparing an Income Statement for a merchandising business. Estimating inventory under several methods. Reference material is Chapter 5 and 6.

**Final Exam** A final cumulative comprehensive exam will be written in the last week of the semester. This exam will represent 30% of the final mark.

**Supplementary Exam:**

Administered at the end of the semester. A student who fails or missed a test or exam during the regular semester qualifies to write the supplementary exam if they have attended 80% of the classes during the regular term. The supplementary exam will replace the lowest failed or missed test or exam. The supplementary exam is a comprehensive test drawing upon all of the material covered during the regular semester.

The following semester grades will be assigned to students:

<b>Grade</b>	<b>Definition</b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	

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CR (Credit)	Credit for diploma requirements has been awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

## VI. SPECIAL NOTES:

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

**VII. COURSE OUTLINE ADDENDUM:**Course Outline Amendments:

The faculty member reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Key Dates Calendar for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio. Student Services, located in E1101, can provide information regarding the Prior Learning Assessment and Recognition policy or it can be viewed on the student portal.

Substitute course information is available in the Registrar's office.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Communication:

The College considers **Desire2Learn (D2L)** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.

Accessibility Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with the Accessibility Services office. Call Ext. 2703 or email [studentsupport@saultcollege.ca](mailto:studentsupport@saultcollege.ca) so that support services can be arranged for you.

Audio and Video Recording Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the Audio and Video Recording Devices in the Classroom Policy has been reviewed by the student. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

Academic Dishonesty:

Students should refer to the definition of “academic dishonesty” in the Student Code of Conduct. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.

Tuition Default:

Students who have defaulted on the payment of tuition) as of the first week of November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.