

**Accounting 1**

2020-21 Academic Year

Program	Year	Semester
BITM-Business Administration-Accounting Advanced Diploma	1	1
BITM-Business Administration-Finance Advanced Diploma	1	1
BITM-Business-Accounting Diploma	1	1
BITM-Business-Accounting Diploma-Transfer to UOIT Bachelor of Commerce (Hons)	1	1
BITM-Business-Finance Diploma	1	1
BITM-Business Administration-Finance Advanced Diploma (co-op)	1	1

<b>Course Code:</b> ACCT 1200	<b>Course Equiv. Code(s):</b> ACCT 1208, ACCT 1250, ACCT 1280, ACCT 1290, ACCT 1316
<b>Course Hours:</b> 42	<b>Course GPA Weighting:</b> 3
<b>Prerequisite:</b> N/A	
<b>Corequisite:</b> N/A	
<b>Laptop Course:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Delivery Mode(s):</b> In class <input checked="" type="checkbox"/> Online <input type="checkbox"/> Hybrid <input type="checkbox"/> Correspondence <input type="checkbox"/>	

<b>Pandemic remote teaching delivery mode</b> <input type="checkbox"/> Fully asynchronous <input checked="" type="checkbox"/> Combined asynchronous and synchronous
<b>Remote proctoring required</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Authorized by (Dean or Director):</b> Kevin Baker <b>Date:</b> June 2020

<b>Prepared by</b>		
<b>First Name</b>	<b>Last Name</b>	<b>Email</b>
Milena	Ceglie, CGA, CPA, MBA	milena.ceglie@durhamcollege.ca

## Course Description:

This course introduces students to fundamental accounting concepts. With these concepts students learn how to keep a simple set of books for a small business; including: journalizing, posting, trial balance, adjusting entries and the preparation of financial statements. Other topics include petty cash, bank reconciliations, internal control and payroll liabilities.

## Campus Closure Notice

In the event of a campus closure during which time classes cannot be conducted or attended in person, course delivery will be conducted remotely where possible. Should teaching and learning resume on campus, students may be organized into smaller groups for classroom delivery, in accordance with directions from public health authorities. In either situation, the learning plan sequence and/or evaluation methods may be adjusted to address topics requiring hands-on, practical learning activities.

## Subject Eligibility for Prior Learning Assessment & Recognition (PLAR):

Prior Learning Assessment and Recognition (PLAR) is a process a student can use to gain college credit(s) for learning and skills acquired through previous life and work experiences. Candidates who successfully meet the course learning outcomes of a specific course may be granted credit based on the successful assessment of their prior learning. The type of assessment method (s) used will be determined by subject matter experts. Grades received for the PLAR challenge will be included in the calculation of a student's grade point average.

The PLAR application process is outlined in <http://www.durhamcollege.ca/plar>. Full-time and part-time students must adhere to all deadline dates. Please email: [PLAR@durhamcollege.ca](mailto:PLAR@durhamcollege.ca) for details.

### PLAR Eligibility

Yes  No

### PLAR Assessment (if eligible):

- Assignment
- Exam
- Portfolio
- Other

## Course Learning Outcomes

Course Learning Outcomes contribute to the achievement of Program Learning Outcomes for courses that lead to a credential (e.g. diploma). A complete list of Vocational/Program Learning Outcomes and Essential Employability Skill Outcomes are located in each Program Guide.

### Course Specific Learning Outcomes (CLO)

Student receiving a credit for this course will have reliably demonstrated their ability to:

- CLO1 Create and demonstrate knowledge of the double entry accounting system by analyzing, recording, and posting transactions.
- CLO2 Explain and apply generally accepted accounting principles.
- CLO3 Prepare and record adjusting and closing journal entries.
- CLO4 Prepare and record transactions and adjustments for a perpetual inventory system.
- CLO5 Construct and prepare financial statements for a sole proprietorship.
- CLO6 Construct and record petty cash fund transactions; understand and apply Internal Control Procedures.
- CLO7 Prepare and execute bank reconciliation; journalize any related adjustments.
- CLO8 Classify and record entries relating to Payroll Liabilities.
- CLO9 Identify and apply concepts of Accounting Information Systems - The complete process of Accounting

### Essential Employability Skill Outcomes (ESSO)

This course will contribute to the achievement of the following Essential Employability Skills:

- EES 1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
- EES 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- EES 3. Execute mathematical operations accurately.
- EES 4. Apply a systematic approach to solve problems.
- EES 5. Use a variety of thinking skills to anticipate and solve problems.
- EES 6. Locate, select, organize, and document information using appropriate technology and information systems.
- EES 7. Analyze, evaluate, and apply relevant information from a variety of sources.
- EES 8. Show respect for the diverse opinions, values, belief systems, and contribution of others.
- EES 9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- EES 10. Manage the use of time and other resources to complete projects.
- EES 11. Take responsibility for one's own actions, decisions, and consequences.

## Evaluation Criteria:

The Course Learning Outcomes and Essential Employability Skills Outcomes are evaluated by the following evaluation criterion.

Evaluation Description	Course Learning Outcomes	EESOs	Weighting
Quiz: Lowest mark is dropped	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8	EES3, EES4, EES10, EES11	15
Test: #1 - Week 5; Chapters 1 and 2	CLO1, CLO2, CLO3	EES3, EES4, EES10, EES11	10
Test: #2 - Week 11; Chapters 1 to 5	CLO1, CLO2, CLO3, CLO4, CLO5	EES3, EES4, EES10, EES11	20
Online Activity: MCGRAW HILL CONNECT due throughout the semester  "Practice Exercises" are not included in 15% Grade	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8	EES3, EES4, EES10, EES11	15
Simulation: Comprehensive Practice Set	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8, CLO9	EES1, EES2, EES3, EES4, EES5, EES10, EES11	10
Exam: COMPREHENSIVE - Week 14; Chapters 1 to 7, App. I & II	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8, CLO9	EES3, EES4, EES10, EES11	30
<b>Total</b>			<b>100%</b>

### Notes:

#### 1. Late Assignments

- Evaluations worth 5% or less of a student's final mark will not be accepted late and will receive a grade of zero regardless of the reason. This may include online homework assignments or quizzes.
- Evaluations worth more than 5% of a student's final mark will be subject to late penalties. To reflect the fact that lateness is unacceptable in the workplace, students will be penalized by 20% per hour.
- Any assignments that are assigned as homework outside of class time must be delivered to the professor by the scheduled time.

#### 2. Electronic File Submission

It is the student's sole responsibility to ensure that any assignments submitted electronically are in an acceptable file format that can be opened and read by the professor, and that the correct file is chosen for submission. If, after submitting the file, the student recognizes that an error has been made, any subsequent submissions to correct the error will be subject to the usual grade deduction for late assignments. It is not the professor's responsibility to notify the student that the file is incorrect and any submission errors that are not identified and corrected by the student will receive a grade of zero. Section professors may direct students to submit assignments in hard-copy format, either hand-written or electronically printed. If the latter is acceptable by the professor, it is the student's sole responsibility to ensure that the assignment is printed prior to the specified due date. Students should plan accordingly.

#### 3. Group Work

To help develop valuable workplace skills, some courses will require students to work in groups. Individual section professors will specify the particular requirements of the group assignments and the grading mechanisms for those tasks. Peer evaluation may be used so that grades reflect each student's individual contribution to the group assignment. Students who do not demonstrate appropriate commitment and reliability to their group may be removed from the group by the professor. Depending upon the individual circumstances, a student who is removed from a group may receive a grade of zero for the assignment or may be required to complete the assignment individually.

#### 4. Make-up Grades

Students are not allowed to ask to do 'extra' assignments to 'bring up their mark' at any point in the semester.

Students must complete work as it is assigned. There is no credit or course recovery opportunities.

5. Professionalism, Communication, Classroom Behaviour
  - a. Students must understand the importance of using proper communication techniques in everything they do. All business documents must be correctly formatted, legible, and free of grammar, punctuation, and spelling errors. At the discretion of the professor, up to a maximum of 20% of the value of each assignment, project, test, and exam submitted by students will be deducted for incorrect formatting, grammar, punctuation, and spelling. It is also critical that any work completed be legible. To reflect the importance of proper communication in the business world, it is recommended that for short answer or essay style assignments, etc., work be submitted in an appropriately printed format.
  - b. The classroom is a learning-centered environment where students and professors are not to be disrupted by unwelcoming behaviour. Students are expected to act in a mature manner and to be respectable to fellow classmates and to the professor. Refer to the document entitled "Professionalism" posted on DC Connect.
6. Missed Quizzes or In-class Activities  
In-class quizzes or other activities may be unannounced. Missed quizzes and/or activities will result in a grade of zero regardless of the reason.
7. Missed Test & Final Evaluation  
**MISSED TERM TESTS**  
Tests must be written during the scheduled test time. To reflect established practice in the workplace and demonstrate responsibility, students are required to contact their professor within 24 hours of the test if unable to be in attendance for a test. Email messages are an acceptable form of contact. A failure to comply will result in a mark of zero for that test. Given compliance, the weighting of a missed test will be applied to the final comprehensive test. No more than one missed test may occur in the course. After one missed test, all further missed tests, including the final comprehensive test, will be assigned a grade of zero.
8. **MISSED FINAL COMPREHENSIVE TEST**  
Final evaluations must be completed at their scheduled time or submitted on their due date. If students are unable to comply with that date, they must contact their professor within 24 hours of the date. Email messages are an acceptable form of contact. A failure to comply will result in a mark of zero for the final evaluation. Given compliance, students may be asked to provide documentary evidence to corroborate their absence. The program team will review all relevant factors (such as attendance, course/program level performance, past behaviours, etc) to determine if the student will be permitted to complete an evaluation at a later date. The student will be expected to make themselves available at the date/time arranged by the professor.
9. Academic Integrity  
Any incident of academic dishonesty will be dealt with according to the Academic Integrity Policy and Procedure. For more information, see Policy ACAD-101-Academic-Integrity.  
While you may discuss with others how to approach the assignments, the work you submit must be your own. Refer to the document entitled "Student Rights and Responsibilities" for policy regarding copying and plagiarism.
10. Laptop Based Evaluation  
During evaluations, students are not to communicate with others using the laptop, the college network, or the internet without the expressed permission of the professors. No unauthorized material is to be brought into the evaluation. Failure to comply is considered academic dishonesty.

## Required Text(s) and Supplies:

1. Larson, Fundamental Accounting Principles Volume 1 (print text) with Connect, 16th edition. ISBN# 9781260305821/1260305821  
OR  
Larson, Fundamental Accounting Principles Volume 1 (Digital only EBOOK) with Connect, 16th edition. ISBN# 9781260305302 / 1260305309
2. CPA Canada Handbook - <https://edu-knotia-ca.dproxy.library.dc-uoit.ca/>

## Recommended Resources (purchase is optional):

1. DC Connect
2. McGraw-Hill Connect at: [mcgrawhillconnect.ca](http://mcgrawhillconnect.ca) for additional study tools.

3. SALS Accounting I clinics: SALS will visit classrooms in the first couple of weeks

4. The College Peer Tutoring program matches students experiencing difficulties in accounting with upper year student tutors who have successfully completed these courses. All tutoring is subject to availability of tutors. Every effort is made to secure tutors, but you must apply early. The first date for tutorial services is around mid-September.

# Policies and Expectations for the Learning Environment:

## General Policies and Expectations:

General College policies related to	General policies related to
<ul style="list-style-type: none"> <li>+ Acceptable Use of Information Technology</li> <li>+ Academic Policies</li> <li>+ Academic Honesty</li> <li>+ Student Code of Conduct</li> <li>+ Students' Rights and Responsibilities can be found on-line at <a href="http://www.durhamcollege.ca/academicpolicies">http://www.durhamcollege.ca/academicpolicies</a></li> </ul>	<ul style="list-style-type: none"> <li>+ attendance</li> <li>+ absence related to tests or assignment due dates</li> <li>+ excused absences</li> <li>+ writing tests and assignments</li> <li>+ classroom management can be found in the Program Guide (full time programs only) in MyCampus <a href="http://www.durhamcollege.ca/mycampus/">http://www.durhamcollege.ca/mycampus/</a></li> </ul>

## Course Specific Policies and Expectations:

### Attendance, Punctuality, Communication

1. Students should recognize the importance of regular attendance. Not only is regular attendance a demonstration of commitment to your own professional development, it is also an important indicator to your professors and peers that you are willing to "BE ALL IN" and make a full contribution to the learning community. Regular attendance protects your reputation as a dedicated and reliable student. In the event that the course is operating in an online mode of delivery, students are expected to be available to join "live" online classes according to the published timetable.
2. Students are expected to check in daily on DC Connect, DC Mail, and other platforms provided by the faculty team. DC Connect will be used by the professor to communicate all course materials and test dates with students. To support learning in different environments, students must have access to a webcam and the ability to upload files to the LMS or other platforms.
3. To mirror workplace expectations and to minimize disruptions to classroom activities, professors expect students to be punctual. Professors will explain their expectations in the first class of the semester. Students who demonstrate an inability to plan for punctuality may be asked to join the class at a break rather than interrupting the class once it is underway.
4. Each lesson builds on skills learned in previous classes. If a student has missed the material presented in previous classes, it is his/her responsibility to obtain any material covered from other classmates. Success in this course depends on your regular attendance, participation, self-directed study, and completion of homework and assignments.

## General Course Outline Notes:

1. Students should use the course outline as a learning tool to guide their achievement of the learning outcomes for this course. Specific questions should be directed to their individual professor.
2. The college considers the electronic communication methods (i.e. DC Mail or DC Connect) as the primary channel of communication. Students should check the sources regularly for current course information.
3. Professors are responsible for following this outline and facilitating the learning as detailed in this outline.
4. Course outlines should be retained for future needs (i.e. university credits, transfer of credits etc.)
5. A full description of the Academic Appeals Process can be found at <https://durhamcollege.ca/about/governance/policies/academic-policies> .
6. Faculty are committed to ensuring accessible learning for all students. Students who would like assistance with academic access and accommodations in accordance with the Ontario Human Rights Code should register with the Access and Support Centre (ASC). ASC is located in room SW116, Oshawa Campus and in room 180 at the Whitby Campus. Contact ASC at 905-721-3123 for more information.
7. Durham College is committed to the fundamental values of preserving academic integrity. Durham College and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments could be subject to submission either by themselves or by the faculty member for a review of textual similarity to Turnitin.com. Further information about Turnitin can be found on the Turnitin.com Web site.



# Learning Plan

The Learning Plan is a planning guideline. Actual delivery of content may vary with circumstances.

Students will be notified in writing of changes that involve the addition or deletion of learning outcomes or evaluations, prior to changes being implemented, as specified in the Course Outline Policy and Procedure at Durham College.

Wk.	Hours:	3	Delivery:	In Class
1	<b>Course Learning Outcomes</b> CLO1, CLO2			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES3	<b>Practiced:</b>	EES1, EES3
	<b>Intended Learning Objectives</b>			
	<p>COURSE INTRODUCTION</p> <ul style="list-style-type: none"> <li>-Expectations for Class Learning Environment --Explanation of methods of evaluation including outline of McGraw Hill Connect assignments</li> </ul> <p>ACCOUNTING IN BUSINESS</p> <ul style="list-style-type: none"> <li>- Identify and explain the content and reporting aims of financial statements</li> <li>- Identify, explain, and apply accounting principles</li> <li>- Explain and interpret the accounting equation</li> <li>- Analyze business transactions using the accounting equation</li> <li>- Prepare financial statements reflecting business transactions</li> </ul>			
	<b>Intended Learning Activities</b>			
	<p>Icebreaker - Introductions; DC Connect</p> <ul style="list-style-type: none"> <li>-Discussion and development of class learning environment</li> <li>-Discussion of access code requirement and web access-Lecture, PowerPoint, DC Connect discussion</li> <li>-In class exercises and problems</li> <li>-Homework exercises and problems</li> </ul>			
	<b>Resources and References</b>			
	Chapter 1			
	<b>Evaluation</b>			
	Assignment: No Evaluation			

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
2	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO5	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES3	<b>Practiced:</b> EES3
	<b>Intended Learning Objectives</b> ACCOUNTING IN BUSINESS - Identify and explain the content and reporting aims of financial statements - Identify, explain, and apply accounting principles - Explain and interpret the accounting equation - Analyze business transactions using the accounting equation - Prepare financial statements reflecting business transactions	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 1	
<b>Evaluation</b>	Online Activity: MCGRAW HILL CONNECT due throughout the semester	<b>Weighting</b> Part of 15%

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
3	<b>Course Learning Outcomes</b> CLO1, CLO2	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES3	<b>Practiced:</b> EES3
	<b>Intended Learning Objectives</b> ANALYZING AND RECORDING TRANSACTIONS -Explain the accounting cycle -Describe an account, its uses, and its relationship to the ledger -Define debits and credits and their use in double-entry accounting - Describe a chart of accounts and its relationship to the ledger - Analyze the impact of transactions on accounts - Record transactions in a journal and post entries to a ledger - Prepare and explain the use of a trial balance	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 2	
<b>Evaluation</b> Quiz: Lowest mark is dropped	<b>Weighting</b> Part of 15%	

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
4	<b>Course Learning Outcomes</b> CLO1, CLO2	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b>	<b>Practiced:</b>
	<b>Intended Learning Objectives</b> ANALYZING AND RECORDING TRANSACTIONS -Explain the accounting cycle -Describe an account, its uses, and its relationship to the ledger -Define debits and credits and their use in double-entry accounting - Describe a chart of accounts and its relationship to the ledger - Analyze the impact of transactions on accounts - Record transactions in a journal and post entries to a ledger - Prepare and explain the use of a trial balance	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 2	
<b>Evaluation</b> Online Activity: MCGRAW HILL CONNECT due throughout the semester	<b>Weighting</b> Part of 15%	

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
5	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO5	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES3, EES4, EES10, EES11	<b>Practiced:</b> EES3, EES4, EES10, EES11
	<b>Intended Learning Objectives</b>	
	ADJUSTING ACCOUNTS FOR FINANCIAL STATEMENTS -Describe the purpose of adjusting the accounts -Explain how the time period, matching and revenue recognition principles affect the adjusting process -Explain accrual accounting and cash accounting and how accrual basis accounting adds usefulness to the financial statements -Prepare and explain adjusting entries for prepaid expenses, depreciation and amortization, unearned revenues, accrued expenses, and accrued revenues -Explain how accounting adjustments link to the financial statements -Explain and prepare an adjusted trial balance -Prepare financial statements from an adjusted trial balance	
	<b>Intended Learning Activities</b>	
-Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems		
<b>Resources and References</b>		
Chapter 3		
<b>Evaluation</b>	Test: #1 - Week 5; Chapters 1 and 2	<b>Weighting</b> 10%

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
6	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO5	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES3, EES4, EES10, EES11	<b>Practiced:</b> EES3, EES4, EES10, EES11
	<b>Intended Learning Objectives</b>	
	ADJUSTING ACCOUNTS FOR FINANCIAL STATEMENTS -Describe the purpose of adjusting the accounts -Explain how the time period, matching and revenue recognition principles affect the adjusting process -Explain accrual accounting and cash accounting and how accrual basis accounting adds usefulness to the financial statements -Prepare and explain adjusting entries for prepaid expenses, depreciation and amortization, unearned revenues, accrued expenses, and accrued revenues -Explain how accounting adjustments link to the financial statements -Explain and prepare an adjusted trial balance -Prepare financial statements from an adjusted trial balance	
	<b>Intended Learning Activities</b>	
-Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems		
<b>Resources and References</b>		
Chapter 3		
<b>Evaluation</b>		<b>Weighting</b>
Quiz: Lowest mark is dropped		Part of 15% Each

Wk.	Hours: 3	Delivery: In Class
7	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3, CLO5	
	<b>Essential Employability Skills</b> <b>Taught:</b> EES3, EES4, EES10, EES11 <b>Practiced:</b> EES3, EES4, EES10, EES11	
	<b>Intended Learning Objectives</b> COMPLETING THE ACCOUNTING CYCLE AND CLASSIFYING ACCOUNTS - Describe the closing process and explain why temporary accounts are closed each period - Prepare closing entries - Explain and prepare a post-closing trial balance - Complete the steps in the accounting cycle - Explain and prepare a classified balance sheet - Calculate the current ratio and describe what it reveals about a company's financial condition	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 4	
	<b>Evaluation</b> Online Activity: MCGRAW HILL CONNECT due throughout the semester	<b>Weighting</b> Part of 15%

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
8	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3, CLO4	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES1, EES2, EES3, EES4, EES5	<b>Practiced:</b> EES1, EES2, EES3, EES4, EES5
	<b>Intended Learning Objectives</b> ACCOUNTING FOR MERCHANDISING ACTIVITIES -Describe both perpetual and periodic inventory systems -Analyze and record transactions for merchandise purchases and sales using a perpetual system. -Prepare adjustments for a merchandising company -Define, prepare, and use merchandising income statements -Prepare closing entries for a merchandising company -Explain and record HST	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 5	
<b>Evaluation</b> Quiz: Lowest mark is dropped	<b>Weighting</b> Part of 15%	



Wk.	Hours: 3	Delivery: In Class
9	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO9	
	<b>Essential Employability Skills</b> <b>Taught:</b> EES1, EES2, EES3, EES4 <b>Practiced:</b> EES1, EES2, EES3, EES4	
	<b>Intended Learning Objectives</b> ACCOUNTING FOR MERCHANDISING ACTIVITIES -Describe both perpetual and periodic inventory systems -Analyze and record transactions for merchandise purchases and sales using a perpetual system. -Prepare adjustments for a merchandising company -Define, prepare, and use merchandising income statements -Prepare closing entries for a merchandising company -Explain and record HST  ACCOUNTING INFORMATION SYSTEMS - Explain the relationship of the accounting information system (AIS) to the management information system (MIS). - Explain the goals and uses of special journals. - Describe the use of controlling accounts and subsidiary ledgers - Journalize and post transactions using special journals. - Prepare and test the accuracy of subsidiary ledgers. - Journalize and post transactions with sales taxes to special journals.	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 5 Appendix II	
	<b>Evaluation</b> Quiz: Lowest mark is dropped Online Activity: MCGRAW HILL CONNECT due throughout the semester	

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
10	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3, CLO4, CLO5, CLO8, CLO9	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES3, EES4	<b>Practiced:</b> EES3, EES4
	<b>Intended Learning Objectives</b>	
	PAYROLL LIABILITIES -Identify the taxes and other items frequently withheld from employee's wages - Make the calculations necessary to prepare a Payroll Register and prepare the entries to record and pay payroll liabilities - Calculate the payroll costs levied on employers and prepare the entries to record the accrual and payment of these amounts - Calculate and record employee fringe benefit costs	
	<b>Intended Learning Activities</b>	
-Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems		
<b>Resources and References</b>		
Appendix I and Appendix II		
<b>Evaluation</b>		<b>Weighting</b>
Online Activity: MCGRAW HILL CONNECT due throughout the semester		Part of 15%

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
11	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3, CLO4, CLO5	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES3, EES4	<b>Practiced:</b> EES3, EES4
	<b>Intended Learning Objectives</b> INTERNAL CONTROL AND CASH - Define and explain the purpose, and identify the principles of internal control in general and specific to cash - Define cash and explain how it is reported - Apply internal control to cash - Explain and record petty cash fund transactions - Explain and identify banking activities and the control features they provide - Prepare a bank reconciliation and journalize any resulting adjustment(s)	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 7	
<b>Evaluation</b> Test: #2 - Week 11; Chapters 1 to 5	<b>Weighting</b> 20%	

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
12	<b>Course Learning Outcomes</b> CLO1, CLO6, CLO7	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES10	<b>Practiced:</b> EES10
	<b>Intended Learning Objectives</b>	
	INTERNAL CONTROL AND CASH - Define and explain the purpose, and identify the principles of internal control in general and specific to cash - Define cash and explain how it is reported - Apply internal control to cash - Explain and record petty cash fund transactions - Explain and identify banking activities and the control features they provide - Prepare a bank reconciliation and journalize any resulting adjustment(s)	
	<b>Intended Learning Activities</b>	
-Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems		
<b>Resources and References</b>		
Chapter 7		
<b>Evaluation</b>	Quiz: Lowest mark is dropped Simulation: Comprehensive Practice Set	<b>Weighting</b> Part of 15% & 10%

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
13	<b>Course Learning Outcomes</b> CLO1, CLO6, CLO7, CLO8, CLO9	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES3, EES5, EES10	<b>Practiced:</b> EES3, EES5, EES10
	<b>Intended Learning Objectives</b> INTERNAL CONTROL AND CASH - Define and explain the purpose, and identify the principles of internal control in general and specific to cash - Define cash and explain how it is reported - Apply internal control to cash - Explain and record petty cash fund transactions - Explain and identify banking activities and the control features they provide - Prepare a bank reconciliation and journalize any resulting adjustment(s)	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 7	
<b>Evaluation</b> Quiz: Lowest mark is dropped Online Activity: MCGRAW HILL CONNECT due throughout the semester	<b>Weighting</b> Part of 15% Each	
<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
14	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8, CLO9	
	<b>Essential Employability Skills</b>	
	<b>Taught:</b> EES3, EES4, EES10, EES11	<b>Practiced:</b> EES3, EES4, EES10, EES11
	<b>Intended Learning Objectives</b> Comprehensive -all learning objectives	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> N/A	
<b>Evaluation</b> Exam: COMPREHENSIVE - Week 14; Chapters 1 to 7, App. I & II	<b>Weighting</b> 30	