



School of Business and Leadership

ACCT 120

Introductory Accounting

Term: Fall 2022

Number of Credits: 3

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## Course Outline

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**INSTRUCTOR:** Julie Hawkins

**OFFICE HOURS:** Wednesdays 1 – 3:00pm

**OFFICE LOCATION:** A2301

**CLASSROOM:** A2406

**E-MAIL:** jhawkins@yukonu.ca

**TIME:** Tues/Thurs 1pm – 3pm

**TELEPHONE:** 867-456-8606

**DATES:** September 8 – December 8, 2022

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### COURSE DESCRIPTION

This course is an introduction to accounting concepts and practices, focusing on the simplest business organization – sole proprietorship in a service industry. Students will learn bookkeeping fundamentals by taking a business through a full accounting cycle. Accounting is the language of business that employees at all levels should have a basic understanding of.

### COURSE REQUIREMENTS

Prerequisite(s): None

### RELATED COURSE REQUIREMENTS

This course will require use of the textbook publisher's online learning platform. The *AME Engage* learning hub will be used for most aspects of the course including learning activities, quizzes, and may be used for assignments and tests. This is a mandatory part of the course and immediate sign on upon starting the course is required. Information for getting started will be found on our course page in Moodle. Purchase of a used textbook will require additional purchase of an AME Pin Code.

### EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

(Office Admin) ACCT120 & ACCT220 → (Bus Admin) ACCT 101  
ABTO101

## **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukonu.ca/yfnccr](http://www.yukonu.ca/yfnccr).

## **LEARNING OUTCOMES**

Upon successful completion of the course, students will be able to:

1. Recognize and explain key terminology and concepts within the accounting field
2. Classify accounts within the accounting equation
3. Demonstrate proper bookkeeping practices – analyzing and recording transactions
4. Calculate period-end adjustments for specific accounts
5. Create properly formatted period-end financial statements from accounting records
6. Collaborate effectively within a group on small assignments

## **COURSE FORMAT**

### **Weekly breakdown of instructional hours**

This course is offered through 4 hours of in-class sessions. It is expected that this course will require at least 8 hours/week of homework and additional reading. It is important to note that the time required will vary by individual.

### **Delivery format**

The format of the course will include lectures, online video tutorials, group work, and individual work. Quizzes will be online and other evaluation tools may be completed in class.

In addition to the assigned work, there will be two term tests and one final examination.

## **ASSESSMENTS**

### **Professionalism & Engagement**

Engagement and professionalism in the classroom are critical to success. Punctuality, regular attendance, and full participation are ways for students to demonstrate professionalism and engagement and therefore, will be graded. Success in this course requires active, positive, and professional engagement in class activities and discussions, reflecting thoughtful consideration of course material. Additionally, the midterm and final exams will be based directly on class lectures, discussions, and activities.

Regular student attendance and engagement are essential to success in this course.

The material covered in the classes will be cumulative and missing a class(es) will put a student at a serious disadvantage. A large number of skills must be mastered, and a great deal of specific information must be understood.

If you do miss class(es), please let the instructor know, in advance if possible, and the instructor can then tell you how to make up for the missed class(es). Upon returning to class after any absence, students are responsible for checking with the instructor for work or handouts missed during their absence.

Students are responsible for reading the text before class as the classes are designed to highlight the content in the text. The instructor will base lectures and activities on the assumption that the students have already reviewed or read the material for that day.

**The most successful students are those students who complete and check with the answer key all the exercises in the workbook for each chapter before doing the hand-in work for that chapter.**

### Assignments

All assignments must be handed in ***before the beginning of class*** on the day requested unless otherwise indicated.

**Late assignments will lose 10% per day penalty for each of the first three days. No assignment will be marked after the three-day penalty period.**

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that you will be absent, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

## Tests

The term tests and final exam must be written and completed within the scheduled time.

In the rare instance that you might miss a term test, it is your responsibility to notify the instructor in advance and bring a doctor's note or a written explanation when you see the instructor as soon as you return in order to arrange an alternate test time. The test must be written within five (5) days of your return. If no valid reason is given for missing a test, your mark for the test will be "0".

If you are unable to write the final exam because of illness, you must notify your instructor in advance and provide a doctor's note to be allowed to write at a different time. The exam must be written within five (5) days of your return.

## EVALUATION:

Assignments	15%
Quizzes	10%
Term Tests (2)	30%
Professionalism & Engagement	10%
Final Exam	35%
Total	100%

## Grades on Transcript

For transcript purposes, percentage marks are converted into letter grades according to the following system:

A = 90 – 100

B = 80 – 89

C = 70 – 79

<b>Note:</b>
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D = 60 – 69 **"D" does not meet the standard as a prerequisite for ACCT220**

F = under 60 (Fail)

## **COURSE WITHDRAWAL INFORMATION**

Students may officially withdraw from a course or program without academic penalty until two thirds of the course contact hours have been completed. The last day that a student may formally withdraw from ACCT 120 without academic penalty is **Friday, November 4, 2022**. Failure to complete the course from that date will result in an “F” indicating failure on your transcript.

To withdraw, a student must officially withdraw through the Registrar’s Office/Admissions, or send an email, clearly outlining the course name, number and section, directly to Admissions.

Refer to the YukonU website for important dates.

## **CHALLENGING THE COURSE**

Should you feel that you already know the material to be covered in ACCT 120, you should speak to your instructor about writing a challenge exam for the course. You may challenge the exam ONCE and ONLY ONCE. **The exam must be taken on or before Friday, October 7, 2022. The College Challenge Exam Fee will apply.**

## **TEXTBOOKS & LEARNING MATERIALS**

Parker, Penny L & Cook, Denise. (2023). *Key Accounting Principles (Vol. 1, 6<sup>th</sup> ed.)* Toronto, ON: AME Learning Inc. ISBN: 978-1-990337-02-4

Workbook ISBN: 978-1-990337-03-1

\*Available at the YukonU bookstore

Pens, pencils, eraser, calculator (not a cell phone calculator), and ruler.

## **ACADEMIC INTEGRITY**

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one’s own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

## **ACADEMIC ACCOMMODATION**

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): [LearningAssistanceCentre@yukonu.ca](mailto:LearningAssistanceCentre@yukonu.ca).

## **TOPIC OUTLINE**

Please see separate syllabus document.