

# FLEMING

## Course Outline

<b>Course Title:</b>	Introductory Accounting		
<b>Course Number:</b>	ACCT72	<b>Approval Date:</b>	2025/9/2
<b>Course Hours:</b>	45 hours	<b>Academic Year:</b>	2025
<b>Academic School:</b>	School of Business and Information Technology		
<b>Program Co-ordinator or Equivalent:</b>	Russell Turner - russell.turner@flemingcollege.ca		
<b>Dean (or Chair):</b>	Shadya Mahfouz - Shadya.Mahfouz@flemingcollege.ca		

## Course Description

This purpose of this course is to introduce students to the preparation and use of accounting information. Generally Accepted Accounting Procedures (GAAP) will be used to record and report the financial transactions and operating results of a business.

**Prerequisites:** None.

**Corequisites:** None.

## Course Delivery Type

**Hybrid Synchronous.**

Some course hours are delivered online synchronously with specified meeting times and some hours will be delivered in person. Delivery locations and times are specified on the academic timetable.

## Learning Outcomes

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

1. Explain what accounting is and identify the users and uses of accounting information.
2. Identify and distinguish between various generally accepted accounting principles.
3. State and utilize the basic accounting equation, analyse the interrelationships of the Balance Sheet, Statements of Income, Retained Earnings and Cash Flow.
4. Demonstrate the ability to analyze, journalize and post accounting transactions including month-end and year-end adjustments.
5. Demonstrate the ability to prepare an adjusted trial balance and financial statements.

6. Identify and prepare the various sections of a classified balance sheet and a multiple-step income statement.
7. Prepare and describe the accounting entries required for merchandising activities. Explain the perpetual and periodic methods for recording inventory.
8. Explain internal control and accounting procedures as they relate to cash, temporary investments and receivables.

Students must complete all components to the satisfaction of the instructor in order to be eligible to receive course credit.

Assignments and assessments must be completed by the due date.

## Learning Resources

Fundamental Accounting Principles (Volume 1), 18th Canadian Edition with CONNECT, ISBN 978-1-26-570468-1 ; K. Larson, H Dieckmann, J Harris; McGraw-Hill Ryerson

The use of **CONNECT is mandatory** for this course and an access code is sold in a bundle with the text in the Fleming Bookstore. The text and/or the CONNECT access code is also available for purchase on-line from McGraw-Hill directly (Credit Card required and shipping charges may apply).

Students are required to have the use of an individual laptop. You will need a working webcam, microphone and speaker in order to participate in online lectures, seminars, discussions and labs as well as online assessments including quizzes, tests and exams. The learning and assessment technology may not work properly on handheld devices such as phones or tablets.

Computer Requirements:

Operating System: Windows 10

Processor: Core i5 - 1.6Ghz minimum

Memory: 8GB minimum

Hard disk: 160GB minimum

***Students are required to install Proctorio, the lockdown browser on their personal laptops. This is required in order to take tests.***

Costs for learning resources can be found on the Campus Store website, using the links below, or by visiting the Campus Store location at your campus.

- Sutherland: <https://www.bkstr.com/sfleming-sutherlandstore/home>
- Frost: <https://www.bkstr.com/sfleming-froststore/home>

## Assessment Summary

Assessment Task	Percentage
In-class activities	10%
Assignments	35%
Tests	55%

## Student Success: Policies and Procedures

Mutually, faculty and learners will support and adhere to college Academic Regulations, and Student Rights and Responsibilities. The following policies and guidelines have been developed to support the learning process.

Please click on the link for information about:

- [Academic Integrity \(2-201A\)](https://department.flemingcollege.ca/hr/attachment/7750/download)  
(<https://department.flemingcollege.ca/hr/attachment/7750/download>)
- [Accessibility for Persons with Disabilities \(3-341\)](https://department.flemingcollege.ca/hr/attachment/5619/download)  
(<https://department.flemingcollege.ca/hr/attachment/5619/download>)
- [Grading and Academic Standing \(2-201C\)](https://department.flemingcollege.ca/hr/attachment/7752/download)  
(<https://department.flemingcollege.ca/hr/attachment/7752/download>)
- [Guidelines for Professional Practice: Students and Faculty](https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf)  
(<https://flemingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf>)
- [Student Rights and Responsibilities \(5-506\)](https://department.flemingcollege.ca/hr/attachment/269/download)  
(<https://department.flemingcollege.ca/hr/attachment/269/download>)

If you will need academic accommodations (for example if you have a learning disability, mental health condition such as anxiety or depression or if you had an IEP in high school), please contact the [Accessible Education Services \(AES\)](https://department.flemingcollege.ca/aes/) department (<https://department.flemingcollege.ca/aes/>) to meet with a counsellor.

**Alternate accessible formats of learning resources and materials will be provided, on request.**

## Program Standards

The **Ministry of Colleges and Universities** oversees the development and the review of standards for programs of instruction. The **Ministry of Labour Training and Skills Development** oversees the development and the review of standards for programs of instruction for Apprenticeship training in the province of Ontario. Each college is required to ensure that its programs and program delivery are consistent with these standards, and must assist students to achieve these essential outcomes.

This course contributes to Program Standards as defined by the [Ministry of Colleges and Universities](#) (MCU). Program standards apply to all similar programs of instruction offered by colleges across the province. Each program standard for a postsecondary program includes the following elements:

- **Vocational standards** (the vocationally specific learning outcomes which apply to the program of instruction in question);

- **Essential employability skills** (the essential employability skills learning outcomes which apply to all programs of instruction); and
- **General education requirement** (the requirement for general education in postsecondary programs of instruction that contribute to the development of citizens who are conscious of the diversity, complexity and richness of the human experience; and, the society in which they live and work).

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program. For further information on the standards for your program, follow the MCU link ([www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/](http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/)).

## Detail Plan

<b>Term:</b>	2025 Fall	<b>Session Code:</b> DC
<b>Program Co-ordinator or Equivalent:</b>	Russell Turner - russell.turner@flemingcollege.ca	
<b>Dean (or Chair):</b>	Shadya Mahfouz - Shadya.Mahfouz@flemingcollege.ca	

## Learning Plan

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Week 1	Course Overview Introduction to accounting. Internal and external users and value of accounting to them.	1, 2	In-class activities, quizzes, assignments and Connect Activities
Week 2	The accounting equation	1-2	In-class activities, quizzes, assignments and Connect Activities
Week 3	Generally accepted accounting principles (GAAP)	1-2	In-class activities, quizzes, assignments and Connect Activities
Week 4	The recording process and journalization	1-3	In-class activities, quizzes, assignments and Connect Activities
Week 5	Posting journal entries to the ledger	1-4	In-class activities, quizzes, assignments and Connect Activities

<b>Wks/Hrs Units</b>	<b>Topics, Resources, Learning, Activities</b>	<b>Learning Outcomes</b>	<b>Assessment</b>
Week 6	Adjusting accounts. Preparing an adjusted Trial Balance.	1-5	In-class activities, quizzes, assignments and Connect Activities
Week 7	Test # 1	1-5	Test # 1
Week 8	Independent Study Week		
Week 9	Completing the accounting cycle and preparing financial statements.	1-6	In-class activities, quizzes, assignments and Connect Activities
Week 10	Accounting for Merchandising Activities.	1-7	In-class activities, quizzes, assignments and Connect Activities
Week 11	Inventory costing and valuation.	1-7	In-class activities, quizzes, assignments and Connect Activities
Week 12	Internal control, cash and bank reconciliations. Receivables and Payables.	1-8	In-class activities, quizzes, assignments and Connect Activities
Week 13	Property, plant, equipment, depreciation and intangibles.	1-8	In-class activities, quizzes, assignments and Connect Activities
Week 14	Test # 2	1-8	Test # 2
Week 15	Course wrap up. Reflecting on what we have learned.	1-8	Essay: reflections and lessons learned.

## Assessment Requirements

<b>Assessment Task</b>	<b>Date/Weeks</b>	<b>Course Learning Outcome</b>	<b>Percentage</b>
Quizzes, Connect and Smartbook Individual Assignments	Weeks 2-6, 9-13	1-8	15%
Seminar assignments. Students will work individually to analyze and provide solutions to problems and exercises demonstrated and assigned during seminar class.	Weeks 2-6, 9-13	1-8	10%
Applied learning exercises.	Applied learning	1-8	20%

Assessment Task	Date/Weeks	Course Learning Outcome	Percentage
Test #1 - Includes all material from week 1 to 6.	Week 7	1-4	25%
Test #2 - Comprehensive in nature -- includes all material covered.	Week 14	1-8	30%

Textbook: **Larson (CDN), Fundamental Accounting Principles Volume 1, 18ce on MH Connect.**

The use of McGraw Hill **Connect is mandatory for this course** and an access code will be provided to students.

Students will be provided with a variety of assessment activities to ensure that they can apply new skills and knowledge effectively and deliberately.

1. Absence from a test will normally result in a grade of "zero" on that test. Make-up tests are not allowed in this course except for extenuating circumstances and solely at the discretion of the instructor.
2. Late On-Line Labs and Smart Book Assignments will not be accepted unless there are extenuating circumstances.
3. Appeal of any academic assessment or instructor decision will be made in accordance with the Academic Regulations and the Student Rights and Responsibilities Document.
4. Cheating, plagiarism or other breaches of academic integrity will not be tolerated and will be treated in accordance with the Academic Regulations (article 6.5.0).
5. To obtain course credit the student must complete all assessment components and achieve an overall average of at least 50% and a minimum of a 50% combined average on Test 1 and Test 2

## Artificial Intelligence (AI) Statement

**NO ASSESSMENTS.** Generative AI tools (like ChatGPT) may only be used to assist exploratory learning and cannot directly contribute to any assessment as part of this course.

It is the responsibility of students to maintain a history of records and supporting documentation to demonstrate their efforts in all academic submissions, even if submission of these is not part of the final academic deliverable.

## Turnitin Statement

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com in support of academic integrity. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

If students choose to opt out of using the software, they must inform their faculty member at the time of the assignment, of their refusal and meet with the faculty to discuss their options. For further information on the use of

Turnitin, please refer to the [Operating Procedure 2-201F](#)  
(<https://department.flemingcollege.ca/hr/attachment/10233/download>)

## Respondus Monitor Statement

This course will use Respondus Monitor as a remote proctoring tool to support the administration of electronic examinations and assessments. Fleming College has an institutional license to use Respondus Monitor, a cloud-based service and software that captures video, audio, and other data during student assessment sessions for use in monitoring students. This data is accessible to, and may be used by, authorized individuals at the college to administer student assessments and manage the academic integrity of such assessments. The Student Terms of Use for Respondus Monitor must be agreed to by users (e.g. students) prior to each use of the Respondus Monitor, available at: <https://web.respondus.com/tou-monitor-student/>

By accessing and using Respondus Monitor, you agree to the collection, use, disclosure and retention of your personal information (including personal images) by Respondus Inc. in accordance with its Privacy Policy, available at: <https://web.respondus.com/privacy-policy/>

If you have questions about the collection of your personal information, please contact the Privacy and Policy Officer at [freedomofinformation@flemingcollege.ca](mailto:freedomofinformation@flemingcollege.ca), or visit Fleming College's [Privacy Statement](#) (<https://flemingcollege.ca/privacy-statement>) for more information.

If students choose to opt out of using Respondus Monitor, they must inform their faculty member prior to the scheduled assessment, of their refusal and meet with the faculty to discuss their options.

## Exemption Contact

PLAR option: Challenge Exam

See Program Coordinator - Russell Turner, [russell.turner@flemingcollege.ca](mailto:russell.turner@flemingcollege.ca)

## Prior Learning and Assessment and Recognition (PLAR)

PLAR uses tools to help learners reflect on, identify, articulate, and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit mechanisms. PLAR options include authentic assessment activities designed by faculty that may include challenge exams, portfolio presentations, interviews, and written assignments. Learners may also be encouraged and supported to design an individual documentation package that would meet the learning requirements of the course. Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a college credit, may initiate the process by applying through the Registrar's office. For more information please click on the following link: <http://flemingcollege.ca/admissions/prior-learning-assessment-and-recognition>

## Course Specific Policies and Procedures

It is the responsibility of the student to retain this course outline for future reference. Course outlines may be required to support applications for advanced standing and credit transfer to other educational institutions, portfolio development, PLAR and accreditation with professional associations.

**Synchronous sessions may be recorded. As a result, your image, voice, name, personal views and opinions, and course work may be collected under legal authority of section 2 of the Ontario Colleges of Applied Arts and Technology Act, 2002. This information will be used for the purpose of supporting student learning. Any questions about this collection can be directed to the Privacy and Policy Officer at [freedomofinformation@flemingcollege.ca](mailto:freedomofinformation@flemingcollege.ca) or by mail to 599 Brealey Drive, Peterborough, ON K9J 7B1.**

A variety of methods will be used to assist the student in obtaining the required knowledge to meet the learning outcomes of the course. Weekly Lectures will cover material from the text as well as other selected sources. During seminar class questions and problems will be worked on and discussed.

Students will be encouraged to ask questions and discuss the topic material in order to clarify their understanding of the material. Tests, assignments and on-line labs will be used to examine the student's knowledge and understanding of particular topics.

Students are expected to prepare for class by **completing the SmartBook Assignments before class.**

Course policies are as follows:

1. Lectures will be virtual and delivered synchronously. All lecture classes will be recorded and available for viewing in D2L . All seminars will be delivered on campus at the scheduled class time. Seminars **will not** be recorded.
2. To get the most out of this course students are expected to view all lectures and attend all seminars.
3. Students may request an appointment with their course instructor via e-mail if they would like to discuss their progress in the course.
4. All assignments and tests along with the related due dates are listed in the Course Schedule posted in the Content area of D2L. If you miss attending a seminar class you should check the Course Schedule and Weekly folders in D2L for the material that was covered.
5. Course announcements that impact the entire class will be posted in the News Section of D2L. Students are expected to read all announcements posted.
6. Students must use their Fleming e-mail address for all correspondence to their course instructor.
7. ***Tutoring is available for this course free of charge through the Tutoring and Academic Skills Centre. Students can request a tutor by clicking on the following link:*** <https://fleming.libguides.com/tutoring>