



COURSE OUTLINE

SCHOOL OF BUSINESS

COURSE NAME: Financial Accounting
COURSE CODE: ACCT 4005
CREDIT HOURS: 42
PREREQUISITES: None
COREQUISITES: None
PLAR ELIGIBLE: YES (X) NO ()
EFFECTIVE DATE: September 2009
PROFESSOR: _____ **OFFICE #:** _____
PHONE: 416-415-5000 **EMAIL:** _____

NOTE TO STUDENTS: Academic Departments at George Brown College will NOT retain historical copies of Course Outlines. We urge you to retain this Course Outline for your future reference.

FOR OFFICE USE ONLY	
ORIGINATOR: _____	<u>June 2009</u>
SIGNATURE	DATE
CHAIR: _____	<u>August 2009</u>
SIGNATURE	DATE
DATE OF REVISION: _____	

EQUITY STATEMENT: George Brown College values the talents and contributions of its students, staff and community partners and seeks to create a welcoming environment where equity, diversity and safety of all groups are fundamental. Language or activities which are inconsistent with this philosophy violate the College policy on the Prevention of Discrimination and Harassment and will not be tolerated. The commitment and cooperation of all students and staff are required to maintain this environment. Information and assistance are available through your Chair, Student Affairs, the Student Association or the Human Rights Advisor.

George Brown College is dedicated to providing equal access to students with disabilities. If you require academic accommodations visit the Disability Services Office or the Deaf and Hard of Hearing Services Office on your campus.

STUDENT RESPONSIBILITIES: Students should obtain a copy of the *Student Handbook* and refer to it for additional information regarding the grading system, withdrawals, exemptions, class assignments, missed tests and exams, supplemental privileges, and academic dishonesty. Students are required to apply themselves diligently to the course of study, and to prepare class and homework assignments as given. Past student performance shows a strong relationship between regular attendance and success.

COURSE DESCRIPTION:

Differentiating between financial and managerial accounting, students will learn how to create financial statements, examine how costs are classified, how budgets are created and the various reports generated. Utilizing key accounting concepts, the students will analyze how external financial information is used to evaluate organizational performance and to make effective management decisions. This course will explore the relationship of the HR department to the finance/accounting department and how to effectively liaise.

ESSENTIAL EMPLOYABILITY SKILLS:

As mandated by the Ministry of Training, Colleges and Universities essential employability skills (EES) will be addressed throughout all programs of study. Students will have the opportunity to **learn (L)** specific skills, to **practice (P)** these skills, and/or **be evaluated (E)** on the EES outcomes in a variety of courses. The EES include communication, numeracy, critical thinking & problem solving, information management, interpersonal and personal skills. The faculty for this course has indicated which of the EES are either Learned (**L**), Practiced (**P**) or Evaluated (**E**) in this course:

Skill	L	P	E	Skill	L	P	E
1. communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience		√	√	7. locate, select, organize and document information using appropriate technology and information sources		√	
2. respond to written, spoken or visual messages in a manner that ensures effective communication		√	√	8. show respect for the diverse opinions, values, belief systems, and contributions of others		√	
3. execute mathematical operations accurately	√	√	√	9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals		√	
4. apply a systematic approach to solve problems	√	√	√	10. manage the use of time and other resources to complete projects		√	
5. use a variety of thinking skills to anticipate and solve problems		√		11. take responsibility for one's own actions, decisions and consequences		√	
6. analyze, evaluate, and apply relevant information from a variety of sources	√	√	√				

COURSE OUTCOMES:

Upon successful completion of this course the students will have reliably demonstrated the ability to:

1. Create financial statements utilizing basic accounting principles.

- Explain the accounting cycle.
- Analyze business transactions utilizing the accounting equation.

- Explain the content and reporting aims of financial statements.
- Define debits and credits and explain their role in double-entry accounting.
- Describe a chart of accounts and its relationship to the ledger.
- Analyze the impact of transactions on accounts.

2. Analyze external financial information to evaluate organizational performance.

- Describe financial statement analysis and identify its focus, standards of comparison and tools.
- Discuss the integration of financial and non-financial measures in evaluating performance.
- Identify the components of the financial statements most impacted by HR-related decisions.
- Apply methods of horizontal and vertical analysis.
- Utilize ratio analysis to analyze financial statements.
- Determine how specific ratios influence HR-related decisions.

3. Differentiate between managerial and financial accounting.

- Compare and contrast financial accounting with managerial accounting.
- Describe commonly used lean business practices, for example, just-in-time, total quality management, and theory of constraints.
- Identify the principal reports that are generated with a particular emphasis on reports likely to be used by HR.
- Explain ethical responsibility and the need for ethical standards.

4. Examine how costs are classified to assist in managerial decision-making.

- Describe the different ways of classifying costs, for example, fixed versus variable, and identify typical HR-related costs, for example, payroll and related reporting requirements.
- Define product and period costs and explain how they impact financial statements.
- Explain differences in the balance sheet/income statements of manufacturing and merchandising companies.
- Discuss break-even analysis as a measurement tool and compute it.
- Discuss applications of cost-benefit analysis.
- Explain what activity-based costing is and its advantages.

5. Explain the benefits of budgeting and the impact that budgets have on future financial performance.

- Describe the process of budget administration.
- Discuss the operating budget and the process of preparing it.
- Prepare each component of a master budget and link to the budgeting process.
- Describe how operating and capital expenditure budgets link to budgeted financial statements.
- Analyze expense planning using zero-based budgeting.
- Explain how HR contributes to the budgeting process.

6. Utilize key accounting concepts to make effective management decisions.

- Describe the importance of relevant costs for short-term decisions.
- Evaluate short-term management decisions using financial-related measures.
- Explain the process for long-term decision-making.
- Determine all the financial-related implications that need to be considered when submitting a bargaining proposal.
- Discuss how human resource planning can be optimized.

DELIVERY METHODS / LEARNING ACTIVITIES:

Lecture, demonstration, collaborative work, and independent study.

LIST OF TEXTBOOKS AND OTHER TEACHING AIDS:

Required:

Larsen, Jensen & Kalagnanam, Fundamentals of Financial and Managerial Accounting (Custom Text), McGraw Hill Ryerson.

TESTING POLICY:

Exemption or deferral of an assignment or test is not permitted except for a medical or personal emergency. The professor must be notified by e-mail prior to the due date. Appropriate documentation, as determined by the professor, must be submitted.

Any student who either misses a quiz, the mid-term exam or does not hand in an assignment and who provides acceptable documentation of illness or other serious problem will not be penalized and will have the missed percentage of the course mark added to the weighting of the final exam. There will be no make-up quizzes, exams or assignments.

Absence from final exam:

- Professor must be notified by e-mail **before** the examination
- Documentation must be presented to the professor **within three working days**.
- If the majority of the course work has been completed with a passing performance, and the documentation is acceptable, an "Incomplete" grade (INC) will be entered by the instructor. **An INC grade will not be granted if term work was missed or failed.**
- The final examination must be written **within 60 days of the submission of the incomplete grade. Failure to do this will result in an F grade.**

ASSIGNMENT POLICY:

Students unable to submit an assignment on the due date should discuss the matter in advance with the professor. At the professor's discretion, late assignments may not be accepted. Where late assignments are accepted, the professor will apply a late penalty.

It is expected that all students will make a significant contribution to the group assignment. If not, marks may be adjusted accordingly. If the group is unable to progress as planned due to medical and/or personal reasons, it is expected that the group will contact the professor immediately. The entire group is responsible for the accuracy of the entire report, including proper referencing of sources.

EVALUATION SYSTEM:

Assessment Tool:	Description:	Outcome(s) assessed:	EES assessed:	Date / Week:	% of Final Grade:
In-Class Exercises		1-6	1-11	Weeks 1-14	10%
Quizzes	3 @ 5% each	1-6	1-6	Weeks 4, 10 & 13	15%
Mid-term Exam		1-4, 6	1-6	Week 7	20%
Assignment	Group Assignment	1-6	1-11	Week 14	20%
Final Exam	Comprehensive	1-6	1-6	Week 15	35%
				TOTAL:	100%

GRADING SYSTEM

The passing grade for this course is: **D**. A minimum grade of **C** is required for HRP A purposes.

A+	90-100	4.0	B+	77-79	3.3	C+	67-69	2.3	D+	57-59	1.3	Below 50	F	0.0
A	86-89	4.0	B	73-76	3.0	C	63-66	2.0	D	50-56	1.0			
A-	80-85	3.7	B-	70-72	2.7	C-	60-62	1.7						

Excerpt from the College Policy on Academic Dishonesty:

The *minimal* consequence for submitting a plagiarized, purchased, contracted, or in any manner inappropriately negotiated or falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material. To view George Brown College policies please go to www.georgebrown.ca/policies

TOPICAL OUTLINE:

Week	Topic / Task	Outcome(s)	Content / Activities	Resources
1	<ul style="list-style-type: none">IntroductionAccounting: The Key to Success	<ul style="list-style-type: none">1	<ul style="list-style-type: none">IntroductionWhat is Accounting?Forms of OrganizationUsers of Accounting InformationEthics & Social	<ul style="list-style-type: none">Chapter 1

			<ul style="list-style-type: none"> Responsibility ▪ Accounting Opportunities 	
2	<ul style="list-style-type: none"> ▪ Financial Statements & Accounting Transactions 	<ul style="list-style-type: none"> ▪ 1 & 2 	<ul style="list-style-type: none"> ▪ Accounting Principles ▪ The Accounting Equation ▪ Transactions ▪ Financial Statements 	<ul style="list-style-type: none"> ▪ Chapter 2
3	<ul style="list-style-type: none"> ▪ Analyzing & Recording Transactions ▪ Payroll Liabilities 	<ul style="list-style-type: none"> ▪ 1, 2, 3 & 4 	<ul style="list-style-type: none"> ▪ The Accounting Cycle ▪ Accounts ▪ Analyzing Transactions ▪ Accounting Equation Analysis ▪ Recording & Posting Transactions ▪ Trial Balance ▪ Employee Wages ▪ Payroll Costs/Liabilities 	<ul style="list-style-type: none"> ▪ Chapters 3 & 11
4	<ul style="list-style-type: none"> ▪ Analyzing Financial Statements 	<ul style="list-style-type: none"> ▪ 2 & 6 	<ul style="list-style-type: none"> ▪ Basics of Analysis ▪ Horizontal Analysis ▪ Vertical (Common-Size) Analysis ▪ Ratio Analysis ▪ Quiz #1 	<ul style="list-style-type: none"> ▪ Chapter 20
5	<ul style="list-style-type: none"> ▪ Analyzing Financial Statements (Continued) ▪ Introduction to Managerial Accounting 	<ul style="list-style-type: none"> ▪ 2, 3, 4 & 6 	<ul style="list-style-type: none"> Continued: ▪ Basics of Analysis ▪ Horizontal Analysis ▪ Vertical (Common-Size) Analysis ▪ Ratio Analysis ▪ Managerial Activity ▪ Managerial versus Financial Accounting ▪ Relevance of Managerial Accounting ▪ Managerial Accounting & Ethical Responsibility ▪ Organization of Volume 	<ul style="list-style-type: none"> ▪ Chapters 20 & 21
6	<ul style="list-style-type: none"> ▪ Introduction to Managerial Accounting (Continued) 	<ul style="list-style-type: none"> ▪ 3 & 4 	<ul style="list-style-type: none"> Continued: ▪ Managerial Activity ▪ Managerial versus Financial Accounting ▪ Relevance of Managerial Accounting ▪ Managerial Accounting & Ethical Responsibility ▪ Organizational Volume 	<ul style="list-style-type: none"> ▪ Chapter 21
7	<ul style="list-style-type: none"> ▪ Mid-term Examination 		<ul style="list-style-type: none"> ▪ Mid-term Examination 	
8	INTERSESSION WEEK			
9	<ul style="list-style-type: none"> ▪ Managerial Accounting Concepts 	<ul style="list-style-type: none"> ▪ 4 	<ul style="list-style-type: none"> ▪ Cost Concepts ▪ Reporting Manufacturing Activities 	<ul style="list-style-type: none"> ▪ Chapter 22

10	<ul style="list-style-type: none"> ▪ Cost Allocation & Segment Performance 	<ul style="list-style-type: none"> ▪ 4 	<ul style="list-style-type: none"> ▪ Activity-Based Costing ▪ Cost Benefits of an ABC System ▪ Quiz #2 	<ul style="list-style-type: none"> ▪ Chapter 25
11	<ul style="list-style-type: none"> ▪ Cost Volume Profit Analysis 	<ul style="list-style-type: none"> ▪ 4 	<ul style="list-style-type: none"> ▪ Cost-Volume-Profit Analysis & Cost Behaviour ▪ Measuring Cost Behaviour ▪ The Sales-Cost-Profit Relationship ▪ Break-Even Analysis ▪ Assumptions Underlying Cost-Volume-Profit Analysis ▪ Applying Cost-Volume-Profit Analysis 	<ul style="list-style-type: none"> ▪ Chapter 26
12	<ul style="list-style-type: none"> ▪ Cost Volume Profit Analysis (Continued) 	<ul style="list-style-type: none"> ▪ 4 	Continued: <ul style="list-style-type: none"> ▪ Cost-Volume-Profit Analysis & Cost Behaviour ▪ Measuring Cost Behaviour ▪ The Sales-Cost-Profit Relationship ▪ Break-Even Analysis ▪ Assumptions Underlying Cost-Volume-Profit Analysis ▪ Applying Cost-Volume-Profit Analysis 	<ul style="list-style-type: none"> ▪ Chapter 26
13	<ul style="list-style-type: none"> ▪ Master Budgets & Planning 	<ul style="list-style-type: none"> ▪ 5 	<ul style="list-style-type: none"> ▪ Budgeting Process ▪ Budget Administration ▪ Master Budget ▪ Zero-Based Budget ▪ Quiz #3 	<ul style="list-style-type: none"> ▪ Chapter 27
14	<ul style="list-style-type: none"> ▪ Managerial Decision-Making ▪ Review 	<ul style="list-style-type: none"> ▪ 6 	<ul style="list-style-type: none"> ▪ Decisions & Information ▪ Managerial Decision Tasks ▪ Long-term Decision Making ▪ Assignment Due 	<ul style="list-style-type: none"> ▪ Chapter 29
15	Final Examination		<ul style="list-style-type: none"> ▪ Final Examination 	

Please note: this schedule may change as resources and circumstances require.

For information on withdrawing from this course without academic penalty, please refer to the College Academic Calendar: <http://www.georgebrown.ca/Admin/Registr/PSCal.aspx>