



COURSE OUTLINE		
TERM: Spring 2025	COURSE NO: BFIN 141	
INSTRUCTOR:	COURSE TITLE: Introductory Accounting I	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Liłwat7úl (Lil'wat), x^wməθk^wəʔəm (Musqueam), shíshálh (Sechelt), Sk̓wx̓wú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. May be delivered online or mixed mode.

COURSE PREREQUISITES/CO-REQUISITES

None

CALENDAR DESCRIPTION

This course is an introduction to financial accounting concepts and business principles. Students will analyze and record business transactions and create financial statements, and they will be exposed to a broad range of topics including business organizations, asset management, liability reporting and financial statement analysis. (CPA transferable with BFIN 142).

COURSE NOTE

BFIN 141 is an approved Quantitative/Analytical course for baccalaureate degrees.

BFIN 141 is an approved Numeracy course for Cap Core requirements.

BFIN 141 is equivalent to TOUR 116. Duplicate credit will not be granted for this course and TOUR 116.

Students with developing math skills are strongly recommended to take BADM 102 as a prerequisite or corequisite.

REQUIRED TEXTS AND/OR RESOURCES

Phillips, F., Libby, R., Libby, P. A., & Mackintosh, B. (2021). *Fundamentals of Financial Accounting*, 6th Canadian Ed. Canada: McGraw Hill. (Or similar)

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Explain basic accounting concepts and accounting information including its importance and limits.
2. Apply generally accepted accounting principles in the analysis and recording of business transactions.
3. Classify, record, and summarize business transactions as they relate to service and merchandising operations, including inventory and receivables.
4. Prepare adjusting and closing entries as well as classified financial statements.
5. Explain the various classifications of assets and liabilities of a business.
6. Apply accounting principles to examine case studies to learn how to undertake daily operations and challenges to boost a company's financial success.

Students who complete this Numeracy course will be able to do the following:

1. Apply both analytical and numerical skills to solve problems.
2. Summarize and analyze data in quantitative forms.
3. Interpret and draw conclusions from an analysis of quantitative data.
4. Represent quantitative information in a variety of forms (e.g. symbolically, visually, numerically, and verbally).
5. Incorporate quantitative evidence in support of an argument.

COURSE CONTENT

Week	Topic
1	Introduction <ul style="list-style-type: none"> • The accounting environment • The accounting equation and financial statements
2	The Balance sheet <ul style="list-style-type: none"> • Analyze, record and post financial transactions • T-accounts and Journal entries • Trial Balances and the classified balance sheet • Liquidity ratios
3	The Income Statement <ul style="list-style-type: none"> • Income statement • Revenue and Expense recognition • Adjusting and closing entries
4	Adjustments, Financial Statements & Financial Results <ul style="list-style-type: none"> • Adjusting and closing entries
5	Fraud, Internal Control & Cash <ul style="list-style-type: none"> • Internal Control • Bank Reconciliations
6	Midterm exam (to be offered in the middle of the course)
7	Merchandising Operations & the Multi-step Income Statement <ul style="list-style-type: none"> • Merchandising costing, transactions & financial statements with perpetual method

	<ul style="list-style-type: none"> Multi-step Income Statement, Gross Profit
8	Inventory & Cost of Goods Sold <ul style="list-style-type: none"> Inventory costing Lower of cost or net realizable value
9	Receivables, Bad Debt Expense and Interest Revenue <ul style="list-style-type: none"> Uncollectible accounts Short-term receivable Receivables ratios
10	Long-lived Tangible and Intangible Assets <ul style="list-style-type: none"> Costing Depreciation
11	Current liabilities <ul style="list-style-type: none"> Current Notes Payable Payroll liabilities
12	Assessments: quizzes, assignments and cases studies
13	Final Exam Review
14-15	Final Exam Period

EVALUATION PROFILE

Assessment	Percentage	LO
Assignments (*I and/or **T)	10%	1,2,3,4,5
Case Studies (*I and/or **T)	20%	6
Quiz 1	10%	1,2,4
Midterm exam	20%	1,2, 4
Quiz 2	10%	3, 4
Final Exam (Comprehensive)	30%	3,4, 5
Total	100%	

*I is for individual work. **T is for teamwork.

Assignments: There will be at least five assignments covering the topics outlined in the course content.

Case Studies: There will be at least two case studies covering the topics outlined in the course content.

Quiz 1: In-class quiz to assess students' understanding of the functions of accounting and finance, the balance sheet and the income statement within a small business and describe why they are important.

Midterm exam: It covers an understanding of the functions of accounting and finance, the balance sheet, the income statement, adjusting and closing entries, and internal controls and cash.

Quiz 2: In-class quiz to assess students' understanding of inventory costing, receivable, expenses, depreciation, and merchandising transactions.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due on the due date listed on eLearn. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

*** Accommodations can be made to honour community needs and traditional practices.

Attendance

Students are expected to attend all classes and associated activities.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for the purposes of completing in-class assignments, participating in class sessions and note-taking only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.