Accounting

Ontario College Diploma (316 Non Co-op, 356 Co-op)
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A Closer Look

Program Description

• Experience a balance of accounting theory and practical applications with integrated computer technologies
• Specialize in financial accounting, cost and management accounting, taxation, business finance, and applied accounting systems
• Progress towards an Advanced Certificate in Accounting & Finance (ACAF) or earn transfer credits at a degree granting institution towards a Chartered Professional Accounting (CPA) designation
• Upon completion of a common first semester, students can choose to transfer into second semester of one of the following programs:
  o Business - Financial Services
  o Business - Marketing
  o Business Administration
  o Business (General)
  o Insurance

Career Opportunities for Business – Accounting Graduates

The Business – Accounting Diploma program can lead to exciting career opportunities. Accounting careers may involve the following:

**Industries of Employment:**
- Small to Large Businesses and Manufacturing Companies
- Government and Public Service
- Public Practice

**Occupational Categories:**
- Controllers, Accountants, Cost Accountants and Payroll Accountants
- Accounting Assistants, Technicians and Junior Staff Accountants
- Junior Financial Analysts and Financial Cost Analysts
- Office Administrators
- Further career opportunities exist in Senior Management positions for those graduates continuing to pursue a professional accounting designation
## Program of Studies (Fall 2015)

### Semester 1

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### Semester XX

**Options (For co-op program):**

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Course Descriptions

Semester 1

**ACCT CB101 Accounting 1**
Develop an understanding of the role of accounting and its relationship to management. Prepare financial statements to determine the financial position of a business organized as a corporation and the results of its operations for a given period in accordance with current accounting standards.

**CRED 10018 Business Career Strategies**
This course provides a framework for building a successful and satisfying career in business. Students will develop strategies for personal growth as they create a skills inventory and discover their personal learning styles. They will identify and practice effective study and work habits, self and time management, and teamwork and communication skills in order to adopt the attitudes, interpersonal skills, ethics and values that are in demand by employers. Students will identify core business processes, and examine their interrelationships with an eye to assessing the skills required to be successful in different business specialty careers. They will plan their career path by choosing a program major that matches their personal skills to the requirement of that profession.

**ECON EB122 Microeconomics**
Through studying the fundamental economic problem of scarcity, this course will provide an opportunity for the student to develop a basic level of literacy in microeconomics. Students will learn to apply various economic theories and models to analyze technical and non-technical problems associated with various market economy environments.

**INFO 10048 Computer Applications For Business**
Develop business communication and documentation skills using industry-standard software and other electronic tools. Learn how to locate, create, edit, manage, and store documents and information in ways that will increase personal and organizational productivity. Gain initial hands-on experience before pursuing Microsoft Office certification.
**MATH MA101  Mathematics**  
This first semester Business Mathematics 42 hour course covers: Percents, Equations, Trade and Cash Discounts, Markup/Markdown, and Break-Even Analysis. Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C)

**MRKT CB158  Marketing 1**  
Understand how environmental forces shape an organization's Marketing program. Understand the process of developing Marketing plans that reflect current consumer behaviour patterns, and practice the development of a product or service component of the Marketing mix.

**Options Group (1): Select 1**  
**COMM 11040  Communication D**  
Communication is an introductory college level English course. Through a variety of assignments, successful students in this course will develop the reading, writing, critical and analytical skills essential to them as communicators in college and upon graduation. This course teaches writing through the critical reading of various fiction and non-fiction material and brings students with basic skills to college level foundational skills.

**COMM LL041  Communication**  
Communication is an introductory college level English course. Students exiting this course will demonstrate competence in grammar, sentence structure, and writing skills. Successful students in this course will develop the reading, writing, critical and analytical skills essential to them as communicators in college and upon graduation. This course teaches writing through the critical reading of various fiction and non-fiction material and brings students to college level foundation skills.

**Semester 2**  
**ACCT 10005  Financial Statement Concepts**  
Determine the financial position of a business organized as a corporation, and the results of its operations and cash flows for a given period in accordance with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS).

**ACCT 10014  Accounting 2 - Financial**  
Expand your study of financial accounting at an introductory level for current and non-current assets. Determine the financial position of a business organized as a partnership and a sole proprietorship, and the results of its operations for a given period in accordance with Generally Accepted Accounting Principles (GAAP).
ACCT AC410 Applied Accounting Systems
Integrate new and existing accounting knowledge and computer skills to create and maintain accounting records, including the preparation of financial statements, for unincorporated and incorporated businesses using Simply Accounting software.

ECON EB222 Macroeconomics
Understanding of the economy as a whole, how it works, and the role of business, government and individual consumers play in the overall performance of the economy.

MATH 10037 Business Mathematics Of Finance
Apply the following financial calculations to real problems designed to develop a student’s decision making competences in the business environment: Simple and Compound Interest, Annuities, Perpetuities, Amortization and Sinking Funds.

OPEL XXXXX General Education 1 Option Table

Semester 3
ACCT 10008 Accounting 3 – Financial Accounting Concepts
Explore selected topics in Intermediate Accounting and related GAAP (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards) as appropriate. Apply GAAP and IFRS (where appropriate) in financial reporting in areas of Revenue Recognition, Property Plant and Equipment, Intangible Assets and Goodwill.

ACCT 10009 Accounting 3 – Financial Accounting Applications
Apply Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) in financial reporting in the areas of Cash, Receivables, Inventory and Investments.

ACCT AC336 Cost & Managerial Accounting 1
Learn the nature and importance of management accounting information, determine the cost of products in a manufacturing environment and use this information to produce financial and management accounting reports in the traditional absorption format and in the variable costing format.

ACCT AC409 Taxation
This course is designed to provide a balanced coverage of the theory and application of Canadian federal income tax legislation. It assumes students fully comprehend GAAP
learned to date. The course will cover the determination and computation of taxable income for individuals and corporations, and income taxes payable for individuals. This will enable students to apply concepts studied through the manual and computerized preparation of personal income tax returns for self-employed individuals and employees. Tax planning will also be covered where applicable.

**ACCT CB340 Business Finance**
Prepare and analyze financial information of a business to develop sound managerial decisions relating to Corporate Finance, including the valuation of securities, working capital management and short term financing.

**INFO 10200 Advanced Excel for Business**
Students will learn to use advanced spreadsheet skills to effectively analyze and present business data and to support and assist basic and intermediate users in the business organization.

**Semester 4**

**ACCT 10010 Accounting 4 – Contemporary Accounting Issues**
Apply Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) in financial reporting in the areas of current liabilities and contingencies, long-term liabilities, shareholders’ equity, complex debt, and equity and earnings per share.

**ACCT 10011 Accounting 4 – Financial Reporting**
Provides the opportunity to explore selected topics in Intermediate Accounting and related GAAP. Applications of GAAP and IFRS in financial reporting in the areas of leases, income taxes, pensions and accounting changes and error analysis.

**ACCT AC436 Cost & Managerial Accounting 2**
Create operational plan, analyze variances from plans and develop information to support management decision making.

**MATH 10060 Statistics for Business**
Apply the following foundational statistical calculations to real problems in a business marketing and operational environment: Risk and probability analysis, data organization and display, linear regression and correlation, measures of variation and location, probability including sampling distributions, inferences for proportion and means and hypothesis testing for proportion and means.
Options Group (1): Select 1

BUSN CB436 Business Law
This course will acquaint the student with the basic legal concepts supportive to commercial institutions and transactions, but should not act as a substitute to the use of legal counsel nor can it be used in such a fashion.

BUSN OB371 Introduction to Organizational Behaviour
Establish a conceptual framework of organizational behaviour and the interpersonal skills necessary to function effectively as an individual and as a member of a team in an organization.

Semester XX
Options (For co-op program):
WORK AC881 Work Experience 1

WORK AC882 Work Experience 2

WORK 10138 Work Experience 3
Charter of Expectations

The McKeil School of Business strives to maintain standards of excellence as a community committed to personal development. Every student and employee of the College is to provide and maintain an environment conducive to learning and working, in which all individuals are treated with respect and dignity. The McKeil School of Business has set standards to promote positive student conduct which are structured around, but not necessarily limited to, the following principles:

Professionalism:
We expect students to:
- Adopt an attitude of professionalism that will promote a sense of pride in our community.
- Strive to maintain an environment in which proper language without profanity is used.
- Demonstrate integrity, responsibility, honesty, respect and enthusiasm.
- Maintain an environment free from harassment, discrimination and disruptive behaviour.

Honesty and Integrity:
We dedicate ourselves to upholding the reputation and honour of our role in education. We expect students to understand the following:
- All individual evaluations must be the result of the student’s own work and not that of others.
- Academic dishonesty is a serious offense and subject to the Academic Honesty policy.
- E-Learn, MoCoMotion and all computer accounts must be kept confidential. All inappropriate activity that comes from the student’s accounts will be associated with that student and they can be held accountable.
- Reasons for missing assignments, projects, deadlines, tests, or exams must be legitimate and formally documented to the satisfaction of individual faculty members.
- Forms of academic dishonesty include, but are not limited to the following:
  o Possession or use of unauthorized material
  o Copying from other students’ work
  o Direct use or paraphrasing of material without acknowledgement of its source
  o Falsifying data Copyright infringement, such as using unlawfully downloaded or photocopied materials
  o Submitting individual work that has been done by someone else, whether in whole or in part
  o Making material available for others to submit as their own work
  o Submitting for credit any academic work for which credit has been previously obtained or is being sought in another course.
  *All of the above are subject to the penalties outlined in the Academic Honesty policy*

Responsibility:
As a member of the McKeil School of Business, the student is accountable for actions both in and out of class. These actions include but are not limited to the following:
- Reviewing the course outline and learning plan for course expectations including evaluation criteria.
- Attend classes prepared with assigned readings and homework completed.
- Preparing for classes by completing assignments such as readings and homework.
- Informing professors of CAAP’s prior to class times, especially if a CAAP requires in-class
support.

- Scheduling personal appointments and work schedules outside of school hours.
- Scheduling group meetings in a mutually convenient manner.
- Working in a productive manner with group members.
- Completing and submitting assignments, reports, and projects on time.
- Keep a backup copy of all individual and group assignments.

As a member of Mohawk College, the student shall not in any way abuse other students, college employees or guests of the college. Abusive communication means any unwelcome words or images received or distributed in person or by any communication medium, including social media, that intimidate, disparage or cause humiliation, offence or embarrassment to a person.

Faculty Contact:
McKeil School of Business faculty may be contacted by e-mail, or by phone. If leaving a voice mail message, please speak slowly and clearly include your full name, student number, and course code, reason for the call and how you can be contacted. If you choose to e-mail the professor, you must use your Mohawk College e-mail account and clearly include your full name, student number, course code and reason for the e-mail.

Tests and Evaluations:
All references to test(s) should be understood to mean test(s), quizzes, exam(s) or in-class assessment(s).

- It is the student’s responsibility to be available for all tests at their scheduled time – including those scheduled during exam week(s). It is the student’s responsibility to notify the course professor by telephone and/or e-mail prior to the start of the test if he/she cannot be present for any reason. If a student misses a test without contacting the professor BEFORE the test takes place, he/she will receive a grade of zero for that test.

- The student will be required to provide documentation, such as a medical note or accident report, validating the reason for missing the test. Medical notes must specifically state that you were unable to write the test on the specific date.

A student has a right to view her/his final test or exam with the professor within ten (10) working days of the grade being posted and should make these arrangements with the professor directly.

Test Protocol:
- Students must arrive 10 minutes prior to all tests.
- Students arriving less than 30 minutes late for a test will be allowed to write the test, but they have lost the time that they have missed.
- Students will not be permitted to enter a testing room if they are 30 minutes late and will receive a grade of zero unless relevant documentation is provided.
- Students will not be permitted to leave within the first thirty 30 minutes of a test.
- Students who request to leave the test at any point during the scheduled test will not be able to return unless permission has been granted by the professor.
- The use of aids, such as electronic devices, dictionaries, and translators during a test must be approved by a professor prior to the test.
- Students must place their personal belongings at the front or side of the test room.
- Students must place their Mohawk Identification Card in front of them on the desk throughout the test period for identification purposes.
- While waiting outside a test room, students should be respectful and considerate of others
who are still writing the test.
  
• Students will not be permitted to talk or make unnecessary noise at any point during the test.

**Compliance:**
Individual faculty members are charged with the responsibility of dealing with infractions of the Charter of Expectations. Disciplinary measures may include, but not be limited to, any of the following:

• Verbal warning
• Written warning
• Deductions from the student’s class mark
• Ejection from the class, course, program, or College

**Blended Learning:**
In the blended delivery model, students commit to both face-to-face classroom instruction and active learning outside the classroom. The student is expected to be fully prepared for face-to-face classes by completing self-study activities such as:

• Required readings
• Pre-class deliverables
• Supplementary learning resources such as videos, games or simulations
• On-line discussions through Discussion Boards
• On-line activities
• Group work

**Group work:**
In courses involving group work, students **MUST PASS** the individual component of the course in order to receive a passing grade. If he/she does not pass the individual component, he/she will receive the grade for the individual component **ONLY** as their final grade. Students must be aware that as members of a group they are collectively and individually responsible for all work submitted.

**Placements:**
For programs where there are unpaid work-term placements, the student must meet the academic requirements of the program before they are allowed to participate in the work placement. All placements are at the discretion of the Associate Dean and/or Program Coordinator.

**Program of Studies and Graduation**
For each program, the College defines a Program of Studies which lists courses, sorted by semester, that provide a continuum of learning from basic to more complex levels. Programs of Studies are reviewed annually and changes made where necessary. Each new intake of students is associated with the most current version of the program, which is indicated by the year.

Students are responsible to apply to graduate for the next upcoming convocation ceremony during the semester he/she is completing the final courses of the program.

**References:**
Mohawk College has developed several policies and procedures designed to protect students and
provide an enriching and rewarding learning experience in which the rights of individuals are respected.

For the most up-to-date information on the following policies and procedures, please consult the Mohawk College website.

Policies and Procedures that relate to academic issues:
- Academic Appeal Policy
- Academic Honesty Policy
- Human Rights Policy
- Information Technology - Use and Security Policy
- Student Behaviour Policy
- Program Promotion and Graduation Requirements
- Student Complaint Procedure
- Violence Prevention & Protection Policy
- Academic Accommodation for Students with Disabilities
Plan Ahead! Determine your Goals!

Effective Fall 2009, Mohawk College introduced changes to promotion and grading. The new passing grade for a course is 50%. For any courses taken prior to this date, the passing grade is 60%.

In addition, in order to be promoted to the next semester (and future semesters) a student must have a WGPA of 60%. Certain courses have pre-requisites for future courses so please refer to your Program of Study.

As well, in order to qualify to graduate from a program a student must have earned a WGPA of 60% overall of the combined courses in the Program of Study.

Summary of Promotion Policy

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*Weighted GPA (Grade Point Average) A representation of student achievement that is calculated using the following formula: the sum of the percentage grades multiplies by the credit value and divided by the sum of the credits for the courses taken as defined by the Program of Studies

Promotion Criteria

Accounting
- First Semester: Minimum grade of 75% in Accounting 1 (ACCT CB101), and a passing grade in INFO 10048.

Accounting Co-op
- First Semester: Must maintain a minimum of 75% in Accounting 1 (ACCT CB101) and a passing grade in INFO 10048, and no more than 1 failure or dropped course.
- GPA of 70% for 2nd and 3rd semester with no failures or withdrawn courses
- Students on probation in 2nd semester will be removed from the co-op program
Academic Year: 2015/2016

**Coordinators**
Reception (905) 575-2005

If calling from outside the college dial (905) 575-1212 and ask for extension.
If calling within the School of Business student phone please call the 4 digit extension.

<table>
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<tr>
<th>Program</th>
<th>Coordinator</th>
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<tr>
<td>Accounting</td>
<td>Gallagher, Monica</td>
<td>3334</td>
<td><a href="mailto:monica.gallagher@mohawkcollege.ca">monica.gallagher@mohawkcollege.ca</a></td>
</tr>
<tr>
<td>Advertising &amp; Marketing Communications Management</td>
<td>Grossi, Robin</td>
<td>3050</td>
<td><a href="mailto:robin.grossi@mohawkcollege.ca">robin.grossi@mohawkcollege.ca</a></td>
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<tr>
<td>Business</td>
<td>McTear, Andrew</td>
<td>2273</td>
<td><a href="mailto:andrew.mctear@mohawkcollege.ca">andrew.mctear@mohawkcollege.ca</a></td>
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<tr>
<td>Business Administration</td>
<td>Smith, Laurence</td>
<td>2410</td>
<td><a href="mailto:laurence.smith@mohawkcollege.ca">laurence.smith@mohawkcollege.ca</a></td>
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<tr>
<td>Business Analysis</td>
<td>Pegg, Lisa</td>
<td>4024</td>
<td><a href="mailto:lisa.pegg@mohawkcollege.ca">lisa.pegg@mohawkcollege.ca</a></td>
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<td>Business Financial Services</td>
<td>Iannazzo, Mary</td>
<td>4732</td>
<td><a href="mailto:mary.iannazzo@mohawkcollege.ca">mary.iannazzo@mohawkcollege.ca</a></td>
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<td>Human Resources Management</td>
<td>DiGiovanni, Rocco</td>
<td>3625</td>
<td><a href="mailto:rocco.digiovanni@mohawkcollege.ca">rocco.digiovanni@mohawkcollege.ca</a></td>
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<td>Martin, Mary</td>
<td>3139</td>
<td><a href="mailto:mary.martin@mohawkcollege.ca">mary.martin@mohawkcollege.ca</a></td>
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<td>Long, Janice</td>
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<td><a href="mailto:janice.long3@mohawkcollege.ca">janice.long3@mohawkcollege.ca</a></td>
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<td>Mannen, Janet</td>
<td>3034</td>
<td><a href="mailto:janet.mannen2@mohawkcollege.ca">janet.mannen2@mohawkcollege.ca</a></td>
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<td>Office Administration – First Year Common</td>
<td>D'Angelo, Lori</td>
<td>3249</td>
<td><a href="mailto:lori.dangelo@mohawkcollege.ca">lori.dangelo@mohawkcollege.ca</a></td>
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<td>Office Administration – General</td>
<td>Cooper, Jane</td>
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<td>Public Relations</td>
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