



A: Division: **INSTRUCTIONAL** Date: **DECEMBER 1996**  
 B: Department: **COMMERCE AND BUSINESS ADMINISTRATION** New Course:  
 Program: **ACCOUNTING MANAGEMENT** Revision of Course **FEBRUARY 1993**  
 Information form:

C: ACCT 110 D: PRINCIPLES OF ACCOUNTING I E: 3  
 Subject & Course No. Descriptive Title Semester Credit

F: Calendar Description: This course will introduce the student to the theory and practice of recording and reporting of financial events for service and merchandising enterprises for the purpose of preparing financial statements. Topics include the accounting cycle, cash and receivables, inventory valuation, and accounting for and amortization of capital assets.	Summary of Revisions: 1983-11 Section H 1992-02 Sections F,J,M,N,O,P,R 1993-02 Section P 1995-12 Sections A,B,F,H,J,M,N,O,P
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G: Type of instruction: Hrs per week

Lecture:	4	Hrs.
Laboratory:		Hrs.
Seminar:		Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other (Specify):		
Total:	4	Hrs.
Semester Total (4 x 15wks):	60	Hrs.

H: Course Prerequisites:  
**Academic Math 11 with a grade of C or better (and Academic English 11 with a grade of C or better -effective Fall 1998)**

I: Course Corequisites:  
 nil

J: Course for which this Course is a Prerequisite:  
**ACCT 210 and ACCT 220 and OADM 450**

K: Maximum Class Size:  
 35

L: College Credit Transfer  X  
 College Credit Non-Transfer   
 Non-Credit

M: Transfer Credit: Requested:  X  
 Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

BCOU (with ACCT 210) ADMN 231  
 SFU (with ACCT 210) BUS 251  
 UBC (with ACCT 210) COMM 293  
 UNBC (with ACCT 210) COMM 210  
 UVIC (with ACCT 210) COMM 202  
 Other: (with ACCT 210) CGA FA1  
 (with ACCT 210) CMA 111

Course Designer: R. Brookes  
  
 Dean: J. Sator

Vice-President, Instruction: J. McKendry  
  
 Registrar

**N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS**

Larson, Miller, et al, Fundamental Accounting Principles, latest Canadian ed. Irwin.  
(Also used in ACCT 210)

Instructor-compiled materials.

**CALCULATOR: ONE OF:**

1. Texas Instruments - BA II Plus
2. Texas Instruments - BA 35
3. Hewlett Packard 10B
4. Sharp EL-733

**O. COURSE OBJECTIVES**

The student will be able to:

1. describe the functions of accounting records and financial reports;
2. classify, record, and summarize business transactions as they relate to service and merchandising operations;
3. prepare adjusting and closing entries and basic financial statements;
4. account for the various classifications of assets and liabilities of a business;
5. demonstrate skills of orderly arrangements of data, self-checking and systematic analysis of data summarization.

**P. COURSE CONTENT**

1. Introduction to accounting concepts; the fundamental accounting equation.
2. Basic mechanics of recording using the general journal and the general ledger.
3. Adjusting the accounts; preparing financial statements.
4. Accrual vs. cash basis of accounting.
5. Worksheets; closing entries.
6. Introduction to corporation accounting.
7. Merchandising accounting; cost of goods sold.

8. Techniques to increase efficiency using specialized journals and subsidiary ledgers.
9. Accounting for cash: petty cash, bank reconciliations, internal control systems.
10. Credit card sales; accounting for bad debts; accounts and notes receivable.
11. Inventories: methods of evaluation, effect of errors.
12. Plant and equipment: acquisition, amortization, disposals and exchanges.
13. Intangible assets and natural resources: accounting and amortization.

**Q. METHOD OF INSTRUCTION**

Lecturing interspersed with written exercises.

**R. COURSE EVALUATION**

Assignments and/or quizzes	10%
In-class tests	30%
Mid-term examination	30%
Final examination	<u>30%</u>
	<u>100%</u>