

EFFECTIVE: SEPTEMBER 2003

CURRICULUM GUIDELINES

| A. | Division: | Instructional | Ef | fective Date: | September, 2003 | |
|----|--|--|----------------|---|------------------------------------|--|
| B. | Department / Program Area: | Commerce and Business Admin Office Administration | Re | evision | New Course X | |
| C: | OADM 238 | D: Accounting | Re Da Da | Revision, Section(s) evised: ate of Previous Revision ate of Current Revision dures I | | |
| | | _ | | | Semester Credits | |
| F: | Subject & Course No.Descriptive TitleSemester CreditsCalendar Description:This course will introduce students to the concepts and practices of financial accounting for service and merchandising businesses. Students will complete the accounting cycle for a service business and complete the accounting cycle to trial balance for a merchandising business. Students will be introduced to special journals, subsidiary ledgers, sales taxes, and payroll activities. | | | | | |
| G: | Allocation of Contact Hours to Type of Instruction / Learning Settings | | H: | Course Prerequisites | s: rade of "C" or better or | |
| | Primary Methods of Instructional Delivery and/or Learning Settings: | | | equivalent | | |
| | Lecture/Seminar | | I: | Course Corequisites | : | |
| | Number of Con for each descrip | tact Hours: (per week / semester tor) | | Nil | | |
| | Lecture: | 3 Hrs. | J: | Course for which the | is Course is a Prerequisite | |
| | Seminar: | 1 Hrs. | | OADM 239 and OA and OADM 347 an | ADM 338 and OADM 339 d OADM 401 | |
| | Number of Weeks per Semester: | | K: | Maximum Class Siz | e: | |
| | 15 weeks X 4 hours per week = 60 hours | | | 30 | | |
| L: | PLEASE INDICATE: | | | | | |
| | Non-Credit | | | | | |
| | X College Credit Non-Transfer | | | | | |
| | College Credit Transfer: | | | | | |
| | SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca) | | | | | |

| M: | Course Objectives / Learning Outcomes | | | | |
|----|--|--|--|--|--|
| | The learner has reliably demonstrated the ability to: | | | | |
| | 1. | complete the accounting cycle for a service business. | | | |
| | 2. | . complete the accounting cycle to trial balance for a merchandising business. | | | |
| | 3. | record transactions in special journals and post to general, accounts payable, and accounts receivable | | | |
| | | ledgers. | | | |
| | 4. | plan, complete and record all payroll-related transactions for a pay period. | | | |
| | 5. | demonstrate needed employability skills for career success. | | | |
| N. | Course | Contont | | | |
| N: | Course | irse Content: | | | |
| | 1. | Introduction to Accounting Principles. | | | |
| | 2. | The Accounting Equation. | | | |
| | 3. | Analyzing business transactions. | | | |
| | 4. | Journalizing, posting and preparing a trial balance for a service business. | | | |
| | 5. | Adjusting the accounts and preparing financial statements for a service business. | | | |
| | 6. | Journalizing transactions for purchases and sales of merchandise using a perpetual inventory system. | | | |
| | 7. | Special Journals – Sales, Cash Receipts, Purchases, and Cash Payments. | | | |
| | 8. | Journalizing transactions involving GST and PST. | | | |
| | 9. | Posting special journals and the general journal to a General Ledger, Accounts Receivable Ledger and | | | |
| | | Accounts Payable Ledger. | | | |
| | 10. | Preparing a payroll register. | | | |
| | 11. | 11. Journalizing and posting entries related to payroll. | | | |
| | | | | | |
| 0: | Methoc | ls of Instruction | | | |
| | Material will be presented primarily in a lecture format with time allocated for class discussion and the correction of assigned exercises/problems. | | | | |
| Р: | Textbo | oks and Materials to be Purchased by Students | | | |
| | Larson, Jensen, Carroll, <u>Fundamental Accounting Principles-Volume 1</u>, Latest Edition. McGraw-Hill Ryerson. Larson, Jensen, Carroll, <u>Working Papers to Accompany Fundamental Accounting Principles-Volume 1</u>, Latest Edition. McGraw-Hill Ryerson. | | | | |
| | | | | | |
| | Materials also used for OADM 338—Accounting Procedures II | | | | |

| Q: | Means of Assessment | | | | | | |
|----|--|------------|--|--|--|--|--|
| | Assignments | 10% | | | | | |
| | Projects (2) | 10% | | | | | |
| | Mid-term Exam | 35% | | | | | |
| | Final Exam | 35% | | | | | |
| | Employability Skills (criterion based) | <u>10%</u> | | | | | |
| | <i>(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</i> | 100% | | | | | |
| R: | Prior Learning Assessment and Recognition: specify whether course is open for PLAR | | | | | | |
| | Yes | | | | | | |
| | | | | | | | |
| | | | | | | | |
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Course Designer(s) Neil Gillis/Wayne Ratcliffe

Education Council / Curriculum Committee Representative

Dean / Director Jim Sator

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