Douglas College

SEPTEMBER 2003 CURRICULUM GUIDELINES

A.	Division:	Instructional	Et	ffective Date:	September, 2003		
В.	Department / Program Area:	Commerce and Business Admin Office Administration		evision	New Course X		
	·		Ro D D	Revision, Section(s) evised: ate of Previous Revisio ate of Current Revision	:		
C:	OADM 338	D: Accounting	ng Proce	dures II	E: 3		
	Subject & Cou	_		Semester Credits			
F:	Calendar Descri	ption:					
	This course will introduce the student to the end of period activities required for a merchandising business with emphasis on the valuation of merchandise inventory and cost of goods sold. The student will also be introduced to the accounting procedures for the control of cash, the methods of calculating bad debts and amortization of capital assets as well as the journal entries related to bad debts, acquisition and amortization of capital assets.						
G:	Allocation of Co	ontact Hours to Type of Instructions	n H:	Course Prerequisites	:		
	Primary Method Learning Setting	ls of Instructional Delivery and/orgs:		English 11 with a graequivalent and OAD	ade of "C" or better or DM 238		
	Lecture/Semina	ar	I:	Course Corequisites:	:		
		Number of Contact Hours: (per week / semester for each descriptor)					
	•			Course for which thi	s Course is a Prerequisite		
	Lecture: 3 Hrs. Seminar: 1 Hr. Number of Weeks per Semester:			OADM 401			
			K:	Maximum Class Size	e:		
	15 weeks X 4 ho	ours per week = 60 hours		30			
L:	PLEASE INDIC	CATE:					
	Non-Credi	Non-Credit					
		redit Non-Transfer					
		redit Transfer:					
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)						

Date of New Course: February 2003

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

- 1. complete the accounting cycle for a merchandising business.
- 2. perform the accounting activities related to the control of cash.
- 3. perform the accounting activities related to the estimating and recording of bad debts.
- 4. calculate amortization using various methods and record transactions related to capital assets.
- 5. exhibit a high standard of behavior with respect to attendance, punctuality, positive attitude and respect for others.

N: Course Content:

- 1. Complete worksheets and financial reports for a merchandising business.
- 2. Complete adjusting and closing entries for a merchandising business.
- Assign costs to merchandise inventory using FIFO, LIFO, Average Cost and Specific Identification Methods.
- 4. Estimate inventory using the gross profit and retail inventory methods.
- 5. Identify the principles of internal control and record transactions related to petty cash.
- 6. Prepare bank reconciliation statements and record related journal entries.
- 7. Estimate and record bad debts expense.
- 8. Record journal entries related to the recovery of bad debts, direct write off method of bad debts and notes receivable.
- 9. Identify the costs of a capital asset.
- 10. Calculate amortization using various methods and record related journal entries.
- 11. Record entries related to the disposal of capital assets.
- 12. Record entries related to the acquisition and amortization of natural resources and intangible assets.
- 13. Complete the accounting cycle for a merchandising business.

O: Methods of Instruction

Material will be presented primarily in a lecture format with time allocated for class discussion and the correction of assigned exercises/problems.

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P:	Textbooks 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.						
	Yackness, Barry and Michael Hockenstein, <u>Barns Bluff Equipment Company Practice Set</u> , Latest Edition. McGraw-Hill Ryerson.						
Q:	Means of Assessment						
	Assignments	10%					
	Project	15%					
	Mid-Term Exam	30%					
	Final Exam	35%					
	Employability Skills (criterion based)	<u>10%</u>					
	(criterion basea)	100%					
R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR						
	Yes						
Course Designer(s) Neil Gillis/Wayne Ratcliffe			<u>—</u>	Education Council / Curriculum Committee Representative			
Dean / Director Jim Sator				Registrar Trish Angus			

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