



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A. Division: **Instructional** Effective Date: **September 2004**

B. Department / Program Area: **Commerce and Business Admin Office Administration** Revision New Course

If Revision, Section(s) Revised: **C, H, J**

Date of Previous Revision: **2003-09 new course**

Date of Current Revision: **2004-09**

C: **OADM 1338** D: **Accounting Procedures II** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
F:	Calendar Description: 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 Contact Hours to Type of Instruction / Learning Settings	H: Course Prerequisites: English 11 with a grade of "C" or better or equivalent and OADM 1238
	Primary Methods of Instructional Delivery and/or Learning Settings: Lecture/Seminar	I: Course Corequisites: Nil
	Number of Contact Hours: (per week / semester for each descriptor) Lecture: 3 Hrs. Seminar: 1 Hr.	J: Course for which this Course is a Prerequisite OADM 1401
	Number of Weeks per Semester: 15 weeks X 4 hours per week = 60 hours	K: Maximum Class Size: 30
L:	PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> 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 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.
3. 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.

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 <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Assignments</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Project</td> <td style="text-align: right;">15%</td> </tr> <tr> <td>Mid-Term Exam</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Final Exam</td> <td style="text-align: right;">35%</td> </tr> <tr> <td>Employability Skills (criterion based)</td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table>	Assignments	10%	Project	15%	Mid-Term Exam	30%	Final Exam	35%	Employability Skills (criterion based)	<u>10%</u>		<u>100%</u>
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	<u>100%</u>												
R:	Prior Learning Assessment and Recognition: specify whether course is open for PLAR Yes												

Course Designer(s) Neil Gillis/Wayne Ratcliffe	Education Council / Curriculum Committee Representative
Dean / Director Rosilyn G. Coulson	Registrar Trish Angus

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