



**EFFECTIVE: MAY, 2008**  
**CURRICULUM GUIDELINES**

A. Division: **Education** Effective Date: **May, 2008**

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

If Revision, Section(s) Revised: **F; H; M; N; P; Q**

Date of Previous Revision: **September, 2004**

Date of Current Revision: **October, 2007**

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

Subject & Course No.	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description:  <b>This course will introduce the student to the end of period activities required for a service business and a merchandising business with emphasis on the valuation of merchandise inventory and cost of goods sold. Using an accounting simulation, the student will complete the accounting cycle for a merchandising company. The student will also complete transactions and financial reports for various types of organizations using QuickBooks Accounting Software.</b>		
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings:  <b>Lecture/Seminar</b>  Number of Contact Hours: (per week / semester for each descriptor)  <b>Lecture: 3 Hrs.</b> <b>Seminar: 1 Hr.</b>  Number of Weeks per Semester:  <b>15 weeks X 4 hours per week = 60 hours</b>	<b>H:</b> Course Prerequisites: <b>OADM 1238 with a grade of "C" or better and OADM 1256</b>	
	<b>I:</b> Course Corequisites:  <b>Nil</b>	
	<b>J:</b> Course for which this Course is a Prerequisite  <b>OADM 1401</b>	
	<b>K:</b> Maximum Class Size:  <b>30</b>	
<b>L: PLEASE INDICATE:</b> <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 ( <a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a> )		

**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 for a merchandising business.
3. perform the accounting activities related to the estimating and recording of bad debts.
4. calculate inventory using various methods.
5. record transactions using QuickBooks Accounting Software.
6. exhibit a high standard of behaviour with respect to attendance, punctuality, positive attitude and respect for others.

**N:** Course Content:

1. Complete worksheets and financial reports for a service business.
2. Complete adjusting and closing entries for a service business.
3. Record transactions using a synoptic journal.
4. Complete worksheets and financial reports for a merchandising business.
5. Complete adjusting and closing entries for a merchandising business.
6. Estimate and record bad debts expense.
7. Record journal entries related to the recovery of bad debts and the direct write off method of bad debts.
8. Assign costs to merchandise inventory using FIFO, LIFO, Average Cost and Specific Identification Methods.
9. Complete the accounting cycle for a merchandising business.
10. Set up General Ledger, Accounts Receivable, and Accounts Payable accounts using QuickBooks software.
11. Record transactions in a general journal using QuickBooks software.
12. Record sales and receipts transactions using QuickBooks software.
13. Record purchases and payments transactions using QuickBooks software.

**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

Slater, Jeffrey and Brian Zwicker, College Accounting, Latest Edition. Pearson Education.

Slater, Jeffrey and Brian Zwicker, College Accounting-Study Guide and Working Papers, Latest Edition. Pearson Education

Yackness, Barry and Michael Hockenstein, Barns Bluff Equipment Company Practice Set, Latest Edition. McGraw-Hill Ryerson.

<b>Q:</b> Means of Assessment	
Assignments (3-5)	10%
Project	20%
Test 1	30%
Test 2	30%
Employability Skills (criterion based)	<u>10%</u>
	<u>100%</u>
<b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR	
Yes	

Course Designer(s) **Neil Gillis**

Education Council / Curriculum Committee Representative

Dean / Director **Rosilyn G. Coulson**

Registrar **Trish Angus**

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