



Douglas College

Course Information

A: Division: **INSTRUCTIONAL** Date: **SEPTEMBER 1998**
 B: Faculty: **COMMERCE AND BUSINESS ADMINISTRATION** New Course:
 Program: **OFFICE ADMINISTRATION** Revision of Course Information form: **JUNE 1996**

C: OADM 237 D: BOOKKEEPING I E: 3
 Subject & Course No. Descriptive Title Semester Credit

F: Calendar Description: This course will provide an introduction to the concepts and practices of manual and computer bookkeeping. The concepts will be developed and practiced in the context of a service business. Students will journalize, post, and prepare trial balances, worksheets and financial statements both manually and electronically. Students will also be introduced to payroll practices and procedures. Computerized instruction will involve a popular accounting program and will emphasize the development of acceptable operating procedures.

Summary of Revisions:
 1998-09 Sections: J,N,O,P,R

G: Type of instruction: Hrs per week

Lecture:		Hrs.
Laboratory:	3	Hrs.
Seminar:	2	Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other (Specify)		
Total:	5	Hrs.
Semester Total (5 x 15wks):	75	Hrs.

H: Course Prerequisites:
nil

I: Course Corequisites:
OADM 255 recommended

J: Course for which this Course is a Prerequisite:
OADM 337 and OADM 347

K: Maximum Class Size:
30

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

M: Transfer Credit: Requested:
 Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

BCOU
 SFU
 UBC
 UNBC
 UVIC
 Other:

W. Statliffe
 Course Designer(s): W. Statliffe

J. Sator
 Dean: J. Sator

J. McKendry
 Vice-President, Instruction: J. McKendry

P. Angus
 Registrar: P. Angus

N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS

Lee, Nanci and Elaine Hales. Accounting, Latest Ed. Harcourt Brace.

Lee, Nanci and Elaine Hales. Working Papers to Accompany Accounting, Latest Ed. Harcourt Brace.

Zwicker, Brian R. Working with Simply Accounting, Latest Ed. International Thomson Publishing.

Note: also used in OADM 337

Two high-density disks, disk case, calculator.

O: LEARNING OUTCOMES

The learner has reliably demonstrated the ability to:

1. complete an entire accounting cycle for a non-merchandising business;
2. plan, complete and record all payroll-related transactions for a pay period;
3. perform the set-up and integration procedures, routine and periodic processes for the General Ledger, Accounts Receivable and Accounts Payable modules of an industry-standard, computer accounting program;
4. exhibit a high standard of behaviour with respect to attendance, punctuality, positive attitude and respect for others;
5. model ethical, moral and intellectual behaviour that reflects understanding of contemporary social and business issues.

P: COURSE CONTENT***Module 1 - Balance Sheet (Permanent) Accounts***

- 1.1 Explain the fundamental accounting equation and its components.
- 1.2 Analyze balance sheet transactions.
- 1.3 Prepare a balance sheet.

Module 2 - Income Statement (Temporary) Accounts

- 2.1 Explain how owner's equity is increased or decreased.
- 2.2 Explain the affect of revenues and expenses on owner's equity.

- 2.3 Analyze income statement transactions.
- 2.4 Prepare an income statement.
- 2.5 Prepare a statement of owner's equity.

Module 3 - Rules of Debit and Credit

- 3.1 Analyze balance sheet transactions in terms of debits and credits.
- 3.2 Analyze income statement transactions in terms of debits and credits.
- 3.3 Record transactions directly into T accounts.
- 3.4 Prepare a trial balance.

Module 4 - Journalizing and Posting

- 4.1 Analyze and record transactions in a general journal.
- 4.2 Post general journal entries to the ledger.
- 4.3 Identify and correct errors in journalizing and posting.

Module 5 - Ten-Column Worksheet

- 5.1 Calculate and record standard adjustments.
- 5.2 Prepare a ten-column worksheet.
- 5.3 Journalize and post the adjusting entries.

Module 6 - Correcting and Closing Entries

- 6.1 Analyze an incorrect journal entry and determine how to correct it.
- 6.2 Journalize and post the closing entries.
- 6.3 Prepare a post-closing trial balance.

Module 7 - Payroll

- 7.1 Discuss the employer-employee relationship.
- 7.2 Calculate gross employment income and net earnings.
- 7.3 Plan and complete a payroll register.
- 7.4 Prepare and post the journal entry to record the payroll.
- 7.5 Calculate and record the employer's payroll tax liabilities.
- 7.6 Calculate the monthly payroll remittances.

- 7.7 Complete a T4 statement and a T4 summary.
- 7.8 Calculate workers' compensation insurance expense.

Module 8 - Computerized General Ledger

- 8.1 Create a standard set of General Ledger (GL) data files.
- 8.2 Create, edit, display and print a chart of accounts.
- 8.3 Enter opening balances.
- 8.4 Set integration accounts and set the General Ledger (GL) ready.
- 8.5 Record General Ledger (GL) transactions.
- 8.6 Prepare correcting and adjusting entries.
- 8.7 Edit company information and chart of accounts.
- 8.8 Complete a computerized bank reconciliation.
- 8.9 Print General Ledger (GL) reports.

Module 9 - Computerized Accounts Receivable

- 9.1 Set up Accounts Receivable (AR) options.
- 9.2 Create, edit, display and print customer records.
- 9.3 Enter invoices and payment history.
- 9.4 Set integration accounts and set the Accounts Receivable (AR) ready.
- 9.5 Record Accounts Receivable (AR) transactions.
- 9.6 Prepare Accounts Receivable (AR) corrections.
- 9.7 Edit customer records.
- 9.8 Check data integrity.
- 9.9 Print Accounts Receivable (AR) reports.

Module 10 - Computerized Accounts Payable

- 10.1 Set up Accounts Payable (AP) options.
- 10.2 Create, edit, display and print vendor records.
- 10.3 Record opening vendor balances.
- 10.4 Set integration accounts and set the Accounts Payable (AP) ready.
- 10.5 Record Accounts Payable (AP) transactions.
- 10.6 Prepare Accounts Payable (AP) corrections.

- 10.7 Edit vendor records.
- 10.8 Check data integrity.
- 10.9 Print Accounts Payable (AP) reports.

Q: METHOD OF INSTRUCTION

A combination of lecture, demonstration, guided practice and self-paced lab assignments and projects will be used. Active learning is an integral part of this course, and major emphasis will be placed on developing employable bookkeeping skills. Students will work both independently and collaboratively to learn and apply manual and computerized bookkeeping skills and procedures for use within a non-merchandising business.

R: COURSE EVALUATION

Assignments	10%
Projects	20%
Tests	20%
- manual - routine	20%
- manual - payroll	20%
- computerized	20%
Employability Skills (criterion referenced)	<u>10%</u>
	<u>100%</u>

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