



Bookkeeping 1 – OFAD 170

Office Administration Program

Course Outline

COURSE IMPLEMENTATION DATE: June 2007
OUTLINE EFFECTIVE DATE: September 2020
COURSE OUTLINE REVIEW DATE: March 2025

GENERAL COURSE DESCRIPTION:

Bookkeeping 1 covers basic bookkeeping skills learning the nine steps of the manual accounting cycle including recognizing source documents, recording journal entries, posting to the general ledger, preparing a trial balance and worksheet, preparing financial statements to a professional level, recording adjusting and closing entries, and preparing a post-closing trial balance. The basics of special journals are covered as well as banking procedures and control of cash.

Program Information: This course is required for the Office Administration Certificate.

Delivery: This course is delivered online.

College of the Rockies Credits: 3

Hours for this course: 120 hours to be completed over 8 weeks.

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	120
Total	120

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Joan Kaun, Instructor Diploma, BGS

Signature

APPROVAL SIGNATURES:

Department Head

Joy Brown

E-mail: jbrown3@cotr.bc.ca

Dean of Trades and Technology

Dr. Jack Moes

E-mail: jmoes@cotr.bc.ca

Department Head Signature

Dean Signature

EDCO

Valid from: September 2020 – March 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: OFAD 157, OFAD 158, and OFAD 181; strong reading and writing abilities.
OFAD 155 or current typing speed of 25 gwam.

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio or Challenge Exam. Contact an Education Advisor or the Program Coordinator for more information.

Transfer Credit: For transfer information within British Columbia, Alberta, and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: ABT 138 ⇔⇔ OFAD 170

Date changed: September 2007

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Jeffrey Slater and Debra Good (2021). *College Accounting: A Practical Approach*, Canadian 14th Edition. Don Mills, ON: Pearson Canada, Inc.

Workbook to accompany above text - Optional

Please see the instructor's syllabus or check COTR's online text calculator

<http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students should be able to

- analyze, journalize, and post business transactions;
 - prepare financial statements;
 - journalize and post adjusting entries;
 - journalize and post closing entries;
 - perform cash control and banking procedures;
 - perform the routine bookkeeping functions of a service organization or small merchandising operation;
 - use special journals to record transactions particular to those journals and be able to balance them and post them into the General Ledger accounts;
 - prepare a Schedule of Accounts Payable or Accounts Receivable and be able to balance to the control account;
 - apply proper procedures for both debit memorandums and credit memorandums received or generated;
 - apply critical thinking;
 - apply ethical considerations;
 - complete work in a timely manner and on schedule; and
 - take responsibility for attendance, absenteeism, and punctuality.
-

COURSE TOPICS:

- Basic concepts of double-entry bookkeeping
- Accounting cycle of a service firm
- Journalizing, posting, and preparing the trial balance
- Worksheets and financial statements for a service company
- Adjusting, closing, and preparing the post-closing trial balance
- Special Journals
- Bank procedures and control of cash

See instructor's Handout for the detailed outline of weekly readings, activities, and assignments.

EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Chapter Tests	45%
Comprehensive Assignment	15%
Final Exam	<u>40%</u>
Total	100%

Please see the instructor handout for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an "F" grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 98	97-94	93-90	89-86	85-82	81-79	78-75	74-70	< 70

A grade of "C" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.