



Bookkeeping 3 – OFAD 275

Office Administration Program

Course Outline

COURSE IMPLEMENTATION DATE: June 2007
OUTLINE EFFECTIVE DATE: September 2022
COURSE OUTLINE REVIEW DATE: March 2027

GENERAL COURSE DESCRIPTION:

OFAD 275 Bookkeeping 3 is a continuation of both Bookkeeping 1 and Bookkeeping 2. It covers bookkeeping activities for service and merchandising businesses, how to analyze and record purchases and sales, handle cash receipts and cash payments, maintain and reconcile subsidiary ledgers, record taxes in special journals, and prepare formal financial statements.

Program Information: This course is required for the Bookkeeping Specialty Certificate.

Delivery: This course is delivered online.

College of the Rockies Credits: 3

Hours for this course: 105 hours to be completed over 7 weeks

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Vocational Contact Hours	105
Total	105

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’s 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 2022 – March 2027

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: OFAD 157, OFAD 158, OFAD 181, OFAD 170, and OFAD 172

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: OFAD 175 ⇨⇨OFAD 275

Date changed: September 2010

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.

Accounting Simulation package

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 will be able to

- analyze transactions;
 - record payroll entries in General and Cash Payments journals;
 - record business transactions in Sales, Cash Receipts, Purchases, Cash Payments, and General journals;
 - record transactions with PST, GST, and HST;
 - calculate PST, GST, and HST on sales and purchase transactions;
 - calculate and record self-assessed PST;
 - calculate and record remittances for PST, GST, and HST;
 - maintain subsidiary Accounts Receivable and Payable ledgers;
 - prepare Schedules of Accounts Receivable and Payable;
 - post to General Ledger accounts;
 - calculate the Cost of Goods Sold;
 - record and post adjusting and closing entries;
 - prepare financial statements; and
 - prepare a Post-Closing Trial Balance.
-

COURSE TOPICS:

- Payroll review
- Special journals
- Special journals with taxes
- Worksheets and financial statements
- Completing the accounting cycle
- Comprehensive assignment

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

EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Chapter Tests	35%
Comprehensive Assignment	25%
Final Exam	<u>40%</u>
Total	100%

Please see instructor's handbook 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.