

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

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Course Outline: BASIC ACCOUNTING

Code No.: ACC106

Program: OFFICE PROCEDURES/RETAIL SALES PROGRAM

Semester: ONE

Date: SEPTEMBER, 1987

Author: GRANT DUNLOP

New: X Revision:

APPROVED: *Grant Dunlop*
Chairperson

Sept 87
Date

BASIC ACCOUNTING

ACC106

Course Name

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PHILOSOPHY/GOALS:

The aim of this course is to offer an introductory course in record keeping accounting to office oriented students. The student will be exposed to basic accounting theory and financial statements, books and records required for both service and merchandise business. The "accounting cycle" and day-to-day procedures from business papers will be explored as well as effective ways to organize and accumulate data to provide required information.

METHOD OF ASSESSMENT (GRADING):

During the course, students will complete required textbook problems and assigned portions of three practice sets.

Textbook problem grading will represent 10% of final grade while each practice set will contribute 30% to the final grade.

Grades will be assigned as follows:

- "A" - 85-100%
- "B" - 70- 84%
- "C" - 55- 69%
- "R" - under 55% (Repeat)

Textbook: "Century 21 Accounting", Canadian Edition, Pansegrau, Swansen

Supplies: Abrams and Silver Practice Set, Gage
Quadrasonics Practice Set, Gage
Town and Country Casuals Practice Set, McGraw Hill

THE COURSE

WEEK	SUBJECT
1 & 2	<ul style="list-style-type: none">- Starting an Accounting System- Recording the Opening Entry- Posting the Opening Entry
3 & 4	<ul style="list-style-type: none">- Debit and Credits - Balance Sheet Accounts- Revenue and Expense Transactions
5 & 6	<ul style="list-style-type: none">- Journalizing Business Transactions- Posting and Trial Balance- Begin work on Practice Sets
7 & 8	<ul style="list-style-type: none">- Six Column Worksheets- Financial Statements- Closing the Ledger- Complete Accounting Cycle
9 & 10	<ul style="list-style-type: none">- Merchandise Business Accounts
11 & 12	<ul style="list-style-type: none">- Balancing Cash and Bank Statements
13-15	<ul style="list-style-type: none">- Completion of Practice Sets