



SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: INTRODUCTORY ACCOUNTING

CODE NO.: ACC120 SEMESTER: ONE

PROGRAM: OFFICE ADMINISTRATION

AUTHOR: ELSIE LALONDE

DATE: 1993 08 30

PREVIOUS OUTLINE DATED: _____

New: X Revision: _____

APPROVED: *[Signature]*
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

93-07-07
DATE

INTRODUCTORY ACCOUNTING

ACC120

COURSE NAME

COURSE CODE

TOTAL CREDIT HOURS: 45

PREREQUISITE(S): None

I. PHILOSOPHY/GOALS:

EDUCATIONAL - to provide the Office Administration student with a sound knowledge of basic modern accounting principles and practices: classification of financial information, entry analysis, recording, and reporting/summarizing (coverage - "The Accounting Cycle" and special journals and subsidiary ledgers) to enable them to handle basic accounting duties related to their employment in the field of business.

INSTRUCTIONAL:

- to provide basic knowledge of the steps required to handle a set of manually maintained books of financial records
- to provide a balance between "theory" and "application"
- to provide basic knowledge of cash control measures for business or personal-use applications

This course has been designed with the following considerations in mind: varying needs, abilities and objectives of the Office Administration student. The text selection criteria included the following considerations:

- use of current and precise terminology
- inclusion of conversion for (SI)
- 100% Canadian content
- incorporation of decision-making case studies

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course, the student will:

1. Understand that the primary purpose of accounting is to systematically gather and communicate financial information about an economic or social entity's financial progress/decline in terms of revenue and current overall equity; and, that it is upon this information management will base decisions on the entity's success, future direction, etc.

II. STUDENT PERFORMANCE OBJECTIVES (cont'd)

2. Understand the value of and be able to:

- set up a chart of accounts
- analyze business transactions (service or merchandising firm)
- set up accounts
- preparation of financial statements: balance sheet, income statements, cash flow statement, etc.)
- use basic accounting records (General Journal/Ledger) for various types of ownership: single proprietorship, partnership, corporation
- use special journals and subsidiary ledgers:

General Journal, Single and Multicolumn Cash Receipts and Cash Payment Journals, Sales and Purchasing Journals, Combined Journal

- process source documents using appropriate methods of internal controls
- prepare invoices, credit notes (including GST and PST)
- maintain a perpetual inventory system
- handle banking applications (bank credit/debit cards, cheques and cheque registers, reconciliations)
- handle payroll applications (computation of gross and net earning including timekeeping and deductions [company pension, CPP, UIC, Federal and Provincial Income Tax garnishments, health benefits, union dues, holiday/vacation pay, miscellaneous], TDI)
- prepare the trial balance and worksheet
- close the books for the period
- demonstrate awareness of principles of one-write system

3. Understand the value and application of legibility and permanency of information when posting to books of record.
4. Understand the technique of correcting and adjusting entries.
5. Apply principles of accounting in case-study settings.

III. TOPICS COVERED:

Part I:

- establishment of the Accounting Model
- completion of the Accounting Model
- recording changes in Balance Sheet Accounts
- recording changes in Income Statement and Related Balance Sheet Accounts
- Service Firm applications of:
 - *bookkeeping aspects
 - *six-column worksheet and financial statements
 - *completion of the Accounting Cycle
- Merchandising Firm concepts of:
 - *financial statements
 - *analyzing merchandising transactions
- Merchandising Firm Accounting Cycle:
 - *booking aspects
 - *ten-column worksheet
 - *completion of the Accounting Cycle
- Partnership and Corporation Accounting concepts

Part II:

- Accounts Receivable Applications:
 - *special journals and ledgers
 - *control and accounting for cash receipts
 - *shortcuts in manual journalizing and manual posting
- Accounts Payable Applications:
 - *special journal and ledgers
 - *control and accounting of cash payments
 - *application of shortcuts in journalizing and posting
- Banking Applications:
 - *bank accounting concepts
 - *preparation of a bank reconciliation and the statement of cash
- Payroll Applications:
 - *computation of gross earnings and deductions
 - *accounting for payroll
 - *accounting for payroll disbursements and preparing annual tax statements and returns
 - *application of manual shortcuts to payroll accounting

INTRODUCTORY ACCOUNTING

ACC120

Part III: Appendix

- *examination of the basics of the GST and GST Accounting
- *analysis of alternative methods of accounting for GST

IV. LEARNING ACTIVITIES AND RESOURCES

See attached pages 7 - 9

V. EVALUATION METHODS

Mid-Term Reporting:

- S - Satisfactory Progress
- U - Unsatisfactory Progress
- R - Repeat (objectives have not been met)
- NR - Grade not reported to Registrar's Office. This grade is issued to facilitate the production of a student transcript when faculty, because of extenuating circumstances, find it impossible to report grades by due dates.

FINAL GRADE REPORTING

- A+ 90 - 100% - Consistently Outstanding
- A 80 - 89% - Outstanding Achievement
- B 70 - 79% - Consistently Above Average
- C 60 - 69% - Satisfactory
- R Below 60% - **REPEAT** - objectives of this course have not been achieved and the course must be repeated

INTRODUCTORY ACCOUNTING

ACC120

EVALUATION

1. Randomly selected chapter homework checks or chapter progress tests.

Note: Above work must adhere to the following standards for legibility, neatness, etc. If work is judged by instructor not to meet these standards, a deduction of 25% of the selected assignment(s) mark will apply.

Criteria for **LEGIBILITY, NEATNESS, ETC.**

- a) All work to be done in ink. No liquid paper or other correcting tools allowed.
- b) All corrected entries must adhere to correcting procedures as outlined in class and supporting documents.
- c) All work must be able to bear third-party readability test (student may write or print - but not combine)
- d) General neatness (no smudges, etc.)

1.	(outlined above)	-	15%
2.	Test #1 - Chapters 1-7	-	40%
3.	Test #2 - Chapters 7-10	-	40%
4.	Test #3 - Appendix Material	-	5%

100%

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties involved.

GUIDELINES RE GRADING:

Assignments:

100% completion of all assignments is expected. No extensions will be given unless a valid reason is provided in advance.
(Exception: students assigned to the Secretarial Centre may receive an automatic extension of one week. However, should this be near a test it is suggested that the student work ahead as the testing date will hold.)

INTRODUCTORY ACCOUNTING

ACC120

VI. REQUIRED STUDENT RESOURCES:

Introductory College Accounting (with Microcomputer Applications), 2nd edition. Henry J. Kaluza, New York: McGraw-Hill Ryerson Limited, 1992. (ISBN 0-07-549534-1)

Study Guides - Part I and Part II for above

Fine-point ballpoint pen (recommended)

Ruler (or a straight-edged object for drawing a straight line)

Recommended - calculator
- several good HB pencils
- scrap paper for rough calculations

VII. Additional Resource Materials - available in College Media Services, Room B1140

College Internal No. - Ext. 738; Outside calls 759-6738

Hours: 08:15 - 17:00 Monday-Friday

18:15 - 22:15 Monday-Thursday (subject to change)

Videocassette: Call No. C578

TITLE: Accounting I

SOURCE: TVO EXPIRY DATE:

FORMAT: 3/4" umatic

DESCRIPTION: This videotape takes you through seven accounting steps:

1. Accounting Equation
2. Balance Sheet
3. Business Transactions
4. Ledger Accounts
5. Debit and Credit Theory
6. Analyzing Transactions
7. Trial Balance (note tape stops in middle of this item)

VIII. SPECIAL NOTES - none

OBJECTIVE:

Given a combination of in- and out-of-class assignments/projects as well as being required to demonstrate application of theory and applicable accounting practices on supervised, written tests, with a suitable time allotment, the student will demonstrate the ability to satisfactorily handle the specific areas highlighted below at a minimum overall grade level no lower than 60%.

PERFORMANCE OBJECTIVES:

PART I

THE FRAMEWORK OF ACCOUNTING

Chapter 1

Introductory Accounting Concepts and Principles

- Establishing the Accounting Model
- Completing the Accounting Model

Chapter 2

Debit and Credit Concepts

- Recording Changes in Balance Sheet Accounts
- Recording Changes in Income Statement and Related Balance Sheet Accounts

Chapter 3

Accounting Cycle for a Service Firm

- Bookkeeping Aspects
- Six-Column Worksheet and Financial Statements
- Completing the Accounting Cycle

Chapter 4

Merchandising Concepts

- Financial Statements of Merchandising Firms
- Analyzing Merchandising Transactions

Chapter 5

Accounting Cycle for a Merchandising Firm

- Bookkeeping Aspects
- Ten-Column Worksheet
- Completing the Accounting Cycle

Chapter 6

An Introduction to Partnership and Corporation Accounting

- Partnership Accounting Concepts
- Corporation Accounting Concepts

EVALUATION:

Randomly Selected Chapter Assignments and/or Progress Tests

TEST #1

TIME TO ACHIEVE:

(20) 50-minute class periods

PART II

COMMON ACCOUNTING APPLICATIONS

Chapter 7

Accounts Receivable Applications

- Special Journals and Ledgers
- Controlling and Accounting for Cash Receipts
- Shortcuts in Manual Journalizing and Manual Posting

Chapter 8

Accounts Payable Application

- Special Journals and Ledgers
- Controlling and Accounting of Cash Payments
- Applying Shortcuts in Journalizing and Posting

Chapter 9

Banking Applications

- Banking Accounting Concepts
- Preparing a Bank Reconciliation and Statement of Cash Flows

Chapter 10

Payroll Applications

- Computing Gross Earnings and Deductions
- Accounting for the Payroll
- Accounting for Payroll Disbursements and Preparing Annual Tax Statements and Returns
- Applying Manual Shortcuts to Payroll Accounting

EVALUATION:

**Randomly Selected Chapter Assignments and/or
Progress Tests
TEST #2**

TIME TO ACHIEVE:

(18) 50-minute class periods

INTRODUCTORY ACCOUNTING

ACC120

PART III

Appendix

ACCOUNTING FOR GOODS AND SERVICES TAX (GST)

Examining the Basics of the GST and GST Accounting
Analyzing Alternative Methods of Accounting for
the GST

EVALUATION:

Randomly Selected Chapter Assignments and/or
Progress Test
TEST #3

TIME TO ACHIEVE:

(8) 50-minute class periods.

INTRODUCTORY ACCOUNTING

ACC120

SUGGESTED TIMEFRAME SCHEDULE
(Subject to Change as Required)

<u>WEEK</u>	<u>DATE</u> (Wk.of)	<u>CHAPT.</u>	<u>PG.</u>	<u>DESCRIPTION</u>	<u>PERIODS</u>
<u>Part I</u>					
1	Aug. 30	n/a		(Period 1 cancelled) Dept. Orient. Day Objective Review Accounting Video	
2	Sept. 6			LABOUR DAY (period 1 cancelled)	
	Sept. 6	1	3	Intro Accting Concepts	2
3	Sept. 13	2	31	Debit & Credit Concepts	3
4	Sept. 20	3	50	Accting Cycle-Service Firm	2
				NOTE: OMIT TOPIC 4 (Electronic Spreadsheets)	
5	Sept. 27	4	99	Merchandising Concepts	3
6	Oct. 4	5	145	Accounting Cycle - Merchandising Firm	3
7	Oct. 11			Thanksgiving (period 1 cancelled)	
	Oct. 11	6	228	Intro - Partnership and Corporation Accounting	2
8	Oct. 18	6		(cont'd) plus TEST REVIEW TEST #1 TEST #1 RESULTS REVIEW (Total - 20 periods)	1 1 1

INTRODUCTORY ACCOUNTING

ACC120

<u>WEEK</u>	<u>DATE</u>	<u>CHAPT.</u>	<u>PG.</u>	<u>DESCRIPTION</u>	<u>PERIODS</u>
<u>PART II</u>					
9	Oct. 25	7	271	Accounts Receivable Application	3
10	Nov. 1	8	327	Accounts Payable Applic.	3
11	Nov. 8	9	374	Banking Applications	3
12	Nov. 15	10	413	Payroll Application	3
13	Nov. 22	10	413	Payroll Application	3
14	Nov. 29			Test Review	1
				TEST #2	1
				TEST #2 RESULTS REVIEW	1
				(Total - 18 periods)	
<u>PART III</u>					
15	Dec. 6	Append.	545	Accounting for the Goods and Services Tax (GST)	3
		(note: pp.545-573 only)			
16	Dec.13			(continued) Test Review	2 1
17	Dec. 20			TEST #3 TEST #3 RESULTS REVIEW	1
				(Total - 8 periods)	
				(Note: Thurs/Fri - no classes)	

THURSDAY, DECEMBER 23, 1993 - LAST DAY OF CLASSES FOR FALL TERM