
Course Name

Code No.**I. COURSE DESCRIPTION:**

This course enables the student to begin measuring and evaluating an organization's financial activities. The course will permit the student to employ Generally Accepted Accounting Principles when preparing and maintaining the accounting records of a service or merchandising business.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Identify the key financial statements of a business organization and their purpose. These statements are the Balance Sheet, Income Statement and Statement of Owner's Equity.

Potential Elements of the Performance:

Upon successful completion of this course the student will demonstrate the ability to:

- Recognize the Balance Sheet.
- Describe the Balance Sheet and three major components
- Recognize the Income Statement
- Describe the Income Statement and two main components
- Recognize the Statement of Owner's Equity
- Describe the Statement of Owner's Equity and its components
- Interpret each statement as to the organization's financial

activities.

This learning objective will constitute 10% of the course's grade.

2. Identify and correctly apply the Generally Accepted Accounting Principles, which relate to the preparation of the Income Statement, Balance Sheet and Statement of Owner's Equity.

Potential Elements of the Performance

- Identify the concepts and principles of accounting
- Show application of the concepts and principles
- Analyze business transactions using the accounting equation
- Define each asset and liability classification appearing on the Balance Sheet.
- Classify balance sheet items.
- Prepare a Balance Sheet.
- Prepare an Income statement.
- Update the Statement of Owner's Equity at the end of the relevant accounting period.

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This learning outcome will constitute 15% of the course's grade.

3. Journalize transactions, post these transactions to the General Ledger and prepare a Trial Balance at the end of each accounting period.

Potential Elements of the Performance:

- State the rules of **DEBIT** and **Credit** and use the rules to analyze transactions and show their effects on the accounts.
- Record transactions in a **General Journal**
- Describe balance column accounts
- Post entries from the **Journal** to the accounts.
- Prepare a **Trial Balance** to discover and correct errors.
- Prepare financial statements for a service business.

This learning outcome will constitute 25% of the course's grade.

4. Prepare the appropriate Accounting Journals when recording the daily financial transactions of a business.

Potential Elements of the Performance:

- Explain how special journals save time and labour.
- Journalize and post transactions using Special journals.
- Explain how a controlling account and its subsidiary ledger are related and how a subsidiary ledger is used to maintain a separate account for each credit customer or each account payable.
- Explain how to test the accuracy of the account balances in the Accounts Payable and Accounts Receivable subsidiary ledgers and prepare schedules of accounts in those subsidiary ledgers.

This learning outcome will constitute 35 % of the course's grade.

5. Account for Petty cash and prepare Bank Reconciliations.
Prepare payroll for a basic business

Potential Elements of the Performance:

- Explain the operation of a petty cash fund.
- Prepare journal entries to record petty cash transactions.
- Determine why the bank balance and the book balance of cash

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should be reconciled.

- Prepare formal bank reconciliation.

-Journalize and post the entries resulting from the bank reconciliation.

-List the taxes and other items frequently withheld from employee's wages

-Prepare the gross earnings and necessary deductions to calculate an employee's net earnings

-Prepare entries to record the above

-Calculate the employer's payroll costs.

This learning outcome will constitute 15% of the course's grade.

III. TOPICS:

1. Identify the key financial statements of a business organization and their purpose. These statements are the Balance Sheet, Income Statement and Statement of Owner's Equity.
2. Identify and correctly apply the Generally Accepted Accounting Principles, which relate to the preparation of the Income Statement, Balance Sheet and Statement of Owner's Equity.
3. Journalize transactions, post these transactions to the General Ledger and prepare a Trial Balance at the end of each accounting period. Prepare financial statements for a service business.
4. Prepare the appropriate Accounting Journals when recording the daily financial transactions of a business.
5. Account for Cash and prepare Bank Reconciliation. Prepare payroll for a basic business.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Fundamental Accounting Principles, 13th Canadian Edition, Volume I with Working papers. Larson, Jensen, Carroll.. Publ: McGraw-Hill.

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V. EVALUATION PROCESS/GRADING SYSTEM:

Tests: All students will be required to complete four tests (each rep. 25% of final grade) during the course of the term. The total weighting of the four tests will represent 100% of the final term grade. The tests will be administered during the term as follows:

Test #1: Learning outcome # 1 & 2: Financial statements, Accounting concepts and principles,. Reference material is Chapter 1&2

Test #2: Learning outcome # 3: Accounting principles for a service business including Classified Balance Sheet, Income Statement. Reference material is Chapter 3

Test #3: Learning outcome # 4: Specialized journals, subsidiary ledgers and trial balance. Reference material is Chapter 6 and 8.

Test #4: Petty cash funds, Bank reconciliation and payroll. Reference material is Chapter 9 and 11.

Supplementary Test:

Administered at the end of the semester. A student who fails a test or missed a test during the regular semester qualifies to write the supplementary test if they have attended 80% of the classes during the regular term. The supplementary test will replace the lowest failed test or a missed test. The supplementary test is a comprehensive test drawing upon all of the material covered during the regular semester.

The following semester grades will be assigned to students in postsecondary courses:

| <u>Grade</u> | <u>Definition</u> | <u>Grade Point Equivalent</u> |
|--------------|---|-------------------------------|
| A+ | 90 - 100% | 4.00 |
| A | 80 - 89% | 4.00 |
| B | 70 - 79% | 3.00 |
| C | 60 - 69% | 2.00 |
| D | 50 – 59% | 1.00 |
| F (Fail) | Below 50% | 0.00 |
| CR (Credit) | Credit for diploma requirements has been awarded. | |
| S | Satisfactory achievement in field placement or non-graded subject areas. | |
| U | Unsatisfactory achievement in field placement or non-graded subject area. | |

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|----|---|
| X | A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual - Deferred Grades and Make-up</i>). |
| NR | Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades. |

VI. SPECIAL NOTES:Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.