



## COURSE OUTLINE: OAD143 - BOOKKEEPING & ACCOUN

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<b>Course Code: Title</b>	OAD143: BOOKKEEPING AND ACCOUNTING
<b>Program Number: Name</b>	2086: OFFICE ADMIN-EXEC
<b>Department:</b>	OFFICE ADMINISTRATION
<b>Academic Year:</b>	2023-2024
<b>Course Description:</b>	Students will learn introductory bookkeeping including analyzing and journalizing transactions, posting to the general ledger and subledgers, maintaining a petty cash system, completing bank reconciliations, filing HST returns, and completing payroll processes. Students will apply these bookkeeping principals to computerized financial management software and gain practical hands-on experience recording business transactions in the General Ledger, Receivables, Payables, Payroll and Inventory modules of Sage 50 Accounting Software.
<b>Total Credits:</b>	6
<b>Hours/Week:</b>	6
<b>Total Hours:</b>	84
<b>Prerequisites:</b>	MTH134
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>This course is a pre-requisite for:</b>	OAD150
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2086 - OFFICE ADMIN-EXEC</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 1 Conduct oneself professionally and adhere to relevant legislation, standards and codes of ethics.
	VLO 2 Manage the scheduling, coordination and organization of administrative tasks and workflow within specific deadlines and according to set priorities.
	VLO 3 Coordinate the collection, analysis, distribution and response to communications in the workplace to facilitate the flow of information.
	VLO 5 Evaluate, establish and administer a variety of records management systems to ensure confidential, secure, accessible and organized electronic and paper records.
	VLO 6 Produce financial documents and reports by identifying and compiling relevant information and using accounting software.
	VLO 7 Prepare and produce a variety of business documents using available technologies and applying industry standards.
	VLO 8 Use interpersonal, leadership and client service skills to respond to diversity and to support the vision and mission of the organization.
	VLO 9 Research, analyze and summarize information on resources and services and prepare summary reports with recommendations.
	<b>Essential Employability</b>



**Skills (EES) addressed in this course:**

- that fulfills the purpose and meets the needs of the audience.
- EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- EES 3 Execute mathematical operations accurately.
- EES 4 Apply a systematic approach to solve problems.
- EES 5 Use a variety of thinking skills to anticipate and solve problems.
- EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
- EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
- EES 10 Manage the use of time and other resources to complete projects.
- EES 11 Take responsibility for ones own actions, decisions, and consequences.

**Course Evaluation:**

Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

**Books and Required Resources:**

Basic Bookkeeping by Barker  
 Publisher: Top Hat Edition: 8  
 ISBN: 13-9780176721220  
 eBook available

Learning Sage 50 Accounting 2021: A Modular Approach by Top Hat Monocle Corp  
 Publisher: Top Hat Edition: 22  
 ISBN: 13-9781774945292  
 eBook

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
Describe and understand the practice of bookkeeping. Including, analyzing, and journalizing transactions within a combined journal, sub-ledgers, and special journals.	1.1 Define bookkeeping as it relates to three forms of business organization, while identifying and using a chart of accounts based on the five categories of accounts (assets, expenses, liabilities, equity and revenues). 1.2 Demonstrate the use of the double-entry system of bookkeeping by properly analyzing transactions into components, the correct use of debits and credits, creating appropriate journal entries, and applying the accounting equation to ensure accuracy. 1.3 Understand and use the general ledger and identify sub-ledgers (sales journal, cash receipts journal, purchase journal and cash payments journal) and when they would be used. 1.4 Identify errors and properly make corrections to entries.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Use accounting software to process transactions in the General Journal.	2.1 Become familiar with accounting software terminology, main window, home menu, and icons. 2.2 Understand the difference between session dates and transaction dates. Know how to advance the session date.

	2.3 Enter, edit, review, and post various transactions to the General Journal, including adjusting entries after posting. 2.4 Display and print General Ledger and General Journal reports.
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
Analyze and record customer and vendor transactions.	3.1 Post customer transactions to the sales journal and cash receipts journal (cash, credit, and debit cards), including calculating and recording sales discounts, returns, and allowances. 3.2 Post vendor transactions to the purchase journal and cash payments journal, including calculating and recording purchase discounts, returns, and allowances. Record freight, duty and brokerage fees on supplier purchases. 3.3 Post transactions from special journals into the General Ledger and create a trial balance using control accounts and schedules of Accounts Receivable and Accounts Payable. 3.4 Define and calculate HST, GST and PST. 3.5 File an HST return including remitting, penalties & interest, Notice of Assessment, and record keeping.
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Use automated accounting software to process Vendor Payable Transactions.	4.1 Add, modify, view, and remove vendor accounts. Including applying tax codes and establishing credit terms with vendors. 4.2 Create purchase quotes, orders, and invoices. Adjust and/or void purchase invoices, issue payments to vendors, and receive inventory and update invoices. 4.3 Add new inventory, setup inventory pricing categories, adjust inventory, enter inventory related purchases and sales transactions, including returns on sales and purchases and view inventory reports. 4.4 Display and print payables journal entries and reports, reviewing reports for accuracy. 4.5 Calculate and journalize HST remittance.
<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Use automated accounting software to process Customer Sales Transactions.	5.1 Add, modify, view, and remove customer accounts including applying tax codes and establishing credit terms with customers. 5.2 Create sales quotes, orders, and invoices, and convert sales quotes to orders. 5.3 Adjust sales invoices and enter sales returns as needed. 5.4 Receive and record payment from customers, including entering deposits to multiple bank accounts. 5.5 Journalize NSF cheques from customers. 5.6 Display and print customer reports, reviewing for accuracy and financial analysis. 5.7 Describe the integration of the inventory ledger with the Payables, Receivables, and General Ledgers.
<b>Course Outcome 6</b>	<b>Learning Objectives for Course Outcome 6</b>
Account for petty cash.	6.1 Establish and maintain a petty cash fund including the

Prepare bank reconciliation.	following: recording petty cash entries, reimbursing the petty cash fund and dealing with petty cash over/short. 6.2 Review bank statements to find bank or cash book errors. 6.3 Reconcile the bank account and prepare a bank reconciliation statement. 6.4 Using automated accounting software, prepare bank deposits, review transaction reports for bank accounts, and reverse an NSF cheque deposit.
<b>Course Outcome 7</b>	<b>Learning Objectives for Course Outcome 7</b>
Complete Payroll processes.	7.1 Calculate gross pay and deductions using deduction tables. 7.2 Record payroll and remittances to employees and payroll deductions, including Workers Compensation premiums. 7.3 Calculate and record vacation and holiday pay. 7.4 Use automated accounting software to process payroll including the following: setup employees and payroll module and linking accounts, entering new employees and personal information, setup tax rates, CPP and EI, perform pay runs and issue pay cheques, advance funds on pay cheque, reverse payroll mistakes, review T4 slips, print the Payroll Journal.
<b>Course Outcome 8</b>	<b>Learning Objectives for Course Outcome 8</b>
Complete month-end and year-end processes and then close the books.	8.1 Define and calculate bad debts. Write off bad debts and record recovery of bad debt. 8.2 Calculate and Record adjusting entries. 8.3 Prepare a worksheet to complete post-closing journal entries and a post-closing trial balance. 8.4 Prepare financial statements including the balance sheet and income statement. 8.5 Prepare, display, and print financial statements using an automated accounting software.
<b>Course Outcome 9</b>	<b>Learning Objectives for Course Outcome 9</b>
Be prepared to accept the challenge of assuming responsibility for accounting duties within the office setting.	9.1 Using automated accounting software, set up files for a new company. Enter company information, create a chart of accounts (using the default chart of accounts). 9.2 Add, delete, and modify accounts in the automated accounting software, including linking modules/accounts. 9.3 Set up tax classes, codes, rates and customization. 9.4 Enter opening balances, set up subledgers, and set modules to READY.

**Evaluation Process and Grading System:**

<b>Evaluation Type</b>	<b>Evaluation Weight</b>
Automated Accounting Assignments	35%
Final Comprehensive Quiz	15%
Manual Bookkeeping Assignments	25%
Participation In Class Assignments	5%
Quizzes	20%



**Date:** December 19, 2023

**Addendum:** Please refer to the course outline addendum on the Learning Management System for further information.

