



**I. COURSE DESCRIPTION:**

This course provides participants with an introduction to bookkeeping as it applies to small business. Students will learn to set up company books, record transactions, calculate GST, PST, and other source deductions and complete a company payroll. Participants will also take books to a trial balance and, understand and interpret financial statements. It includes both theory and extensive practical applications.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. Discuss the origin and basic features of double entry bookkeeping.
2. Demonstrate how to register, calculate and remit GST, PST, Income Tax.
3. Explain the accounting cycle; debits, credits and the simple journal; and filing source documents.
4. Demonstrate how to enter and balance the Combined Journal.
5. Define Special Journals and Petty Cash.
6. Demonstrate how to post to and reconcile the sub-ledgers, and manage Payables and Receivables.
7. Demonstrate how to post to the General Ledger, and prepare a Trial Balance.
8. Complete a Worksheet, record some adjusting entries and allocate accounts between the Income Statement and the Balance Sheet.
9. Explain the structure of Financial Statements, and how to prepare your own internally.
10. Discuss how to post the Closing Entries, and more about computerized bookkeeping.

&lt;insert course name here&gt;

&lt;insert course code number here&gt;

**III. TOPICS:**

1. Introduction to Double Entry Bookkeeping
2. The Accounting Cycle
3. Small Business Taxes
4. Combined Journal and Payroll
5. General Ledger and Payroll
6. Subsidiary Ledgers
7. Petty Cash, Bank Reconciliation and Inventory
8. The Worksheet
9. Financial Statements and Closing Entries
10. Computerized Bookkeeping

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Small Business Bookkeeping Manual

&lt;insert course name here&gt;

&lt;insert course code number here&gt;

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Group Leadership and Participation	30%
Formal Class Exercises	40%
Written Assessments	20%
Attendance	10%
Total	100%

Note: 80% attendance is mandatory for 10-session classes. Students who miss a class are responsible for any information discussed, assigned, or distributed in that class period. 100% attendance is mandatory for the Saturday and weekend intensive sessions.

Written Assessments include one or more of the following: quizzes, take-home case/assignment, hand-outs to accompany a group presentation, end of module exercises (2 only).

Formal Class Exercises include one or more of the following: formal group presentations, informal group presentations, role plays, end of module cases.

Students may withdraw up to the 3/4 point of the course duration without academic penalty. For example, if your course is 14 sessions, you may withdraw (in writing) up to the 11th session without academic penalty. If you withdraw after this point, you will receive the grade earned. This policy applies only to courses and not seminars or workshops.

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded	

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	subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

## VI. SPECIAL NOTES:

### Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

### Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

### Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

&lt;insert course name here&gt;

&lt;insert course code number here&gt;

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit Form from the program coordinator (for course-specific courses), or the course coordinator (for general education courses), or the program's academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.