NORTHWESTERN POLYTECHNIC

Department of Business & Office Administration

COURSE OUTLINE – Semester F23

OA 1085 (EC): Office Finance– 3 (3-0-1) 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land, and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Cara Leaf	**PHONE:**	780-539-2879
OFFICE:	C411	**E-MAIL:**	cleaf@nwpolytech.ca
OFFICE HOURS:	M & W 11:30-12:50 or anytime by appointment		

CALENDAR DESCRIPTION:
This course is an introduction to office finance and provides students insights and a deeper understanding of the financial, administrative, and clerical services required for positions in public and private business offices.

PREREQUISITE(S)/COREQUISITE:
N/A

REQUIRED TEXT/RESOURCE MATERIALS:
Oliverio M.E, Pasewark W.R, White B.R, and. Stulz K.M. 2019. *The Office: Procedures and Technology*, 7th Edition. Cengage Learning. Boston, Massachusetts.
Dahlquist, J and Knight R. 2022. *Principles of Finance*. Openstax. Houston, Texas

DELIVERY MODE(S):
Online – This type of course will be offered online. There are no set class times and students attend remotely and asynchronously.

LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- describe financial, administrative, and clerical services provided by an office assistant.
- Perform basic business math.
- Apply a range of statistical processes and tools to accomplish business goals
- Explain processes involved in recording and tracking financial information
- demonstrate procedures for deposits, checks, and electronic funds transfers.
- Apply procedures for completing a bank account reconciliation.
- describe procedures for billing customers.
- demonstrate procedures for making payments
- explain and practice best practice involved in petty cash management
- apply procedures for establishing internal controls for petty cash management
- describe common plans for paying employees.
- describe typical employee benefits.
- apply procedures for completing payroll records
- define travel expense process
- calculate and track business expenses
- reduce travel expenses
- explain procedures for preparing and monitoring a budget
- prepare Operating Budgets
- prepare Financial Budgets
- prepare Flexible Budgets
- define, explain, and provide examples of current and noncurrent assets, current and noncurrent liabilities, equity, revenues, and expenses
- explain the purpose and format of the firm's three basic financial statements: the income statement, the balance sheet, and the statement of cash flows

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page http://www.transferalberta.ca.
** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Professionalism and Participation	10%
Unit I Assessment	20%
Unit II Assessment	20%
Unit III Assessment	20%
Final Exam:	30%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

WEEK	SUBJECT
1	Introduction/Course Outline/ Course Text/ D2L
2 & 3	Business Math & Statistics
4	What is Finance?
5	Money & Banking
6	Payroll & Employee Benefits
7	Billing & Payments (AR/AP)
8	Petty Cash
9	Travel & Finance
10	Budgeting
11	Reading Week
12	Financial Reports and Procedures
13 & 14	Financial Statement Analysis Tools
15	Final Exam

STUDENT RESPONSIBILITIES:

Homework assignments, whether handed in or not, should be completed to develop your understanding and application of the principles and practices.

Assignments, quizzes, and tests missed will be recorded as zero. Assignments are due on the dates set by the instructor. No late assignments or rewrites of exams are allowed.

Refer to https://www.nwpolytech.ab.ca/about/administration/policies/fetch.php?ID=69

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at https://www.nwpolytech.ca/about/administration/policies/index.html.

**Note: all Academic and Administrative policies are available on the same page.