



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2021

OA1320 BASIC BOOKKEEPING II A3 – 3 (3-0-0) 45 HOURS, 15 WEEKS

Instructor	Dawn Greig	Phone	780-539-2873
Office Hours	Mon & Wed 10:00 - 11:30 a.m. Or anytime by appointment	E-mail	dgreig@gprc.ab.ca
		Class	Tues & Thurs 11:30 am – 12:50 pm

WINTER 2021 DELIVERY: Remote Delivery. This course is delivered remotely. There are no face-to-face or onsite requirements. Students must have a computer with a webcam and reliable internet connection. Technological support is available through helpdesk@gprc.ab.ca.

Note: GPRC reserves the right to change the course delivery.

CALENDAR DESCRIPTION:

This course continues you along your career path as a professional bookkeeper and introduces you to basic bookkeeping principles, procedures and concepts as applied to a merchandising business. Bookkeeping for merchandising activities, cash control concepts and reporting petty cash, sales and receivables, cost of goods sold, inventory, property, plant and equipment, natural resources, intangibles, current liabilities, long-term liabilities and payroll are covered. The course will present accounting principles in a clear and comprehensive classroom and lab format. Realistic and practical applications ensure that the basics of financial bookkeeping are learned, rather than memorized.

PREREQUISITE(S)/COREQUISITE: OA1310

REQUIRED TEXT/RESOURCE MATERIALS:

Fundamental Accounting Principles, Sixteenth Canadian Edition,
Volume 1, Larson, Dieckmann,
McGraw-Hill Ryerson. 2019.

With online CONNECT ACCESS
and Working Papers to accompany text
ISBN 978-1-260-3233-2



**Working
Papers to
Accompany
Text**

or

Fundamental Accounting Principles Sixteenth Canadian Edition e-book.

CREDIT/CONTACT HOURS: 3 Credits / 45 Hours

DELIVERY MODE(S):

For each topic there will be classroom lectures and demonstrations. Students will be expected to read chapters before the class, complete the Quick Study questions for that chapter and participate in the lectures and demonstrations of the concepts.

COURSE OBJECTIVE:

The main objective of this course is to equip the student with a basic understanding of accounting systems and to acquaint them with various aspects of the business world so that they will be better prepared to work in an accounting environment.

LEARNING OUTCOMES:

CHAPTER 5 ACCOUNTING FOR MERCHANDISING ACTIVITIES

Upon completion of Chapter 5 you will be able to:

- Describe merchandising and identify and explain the important income statement and balance sheet components for a merchandising company.
- Describe both perpetual and periodic inventory systems.
- Analyze and record transactions for merchandise purchases and sales using a perpetual system.
- Prepare adjustments for a merchandising company.
- Define, prepare, and analyze merchandising income statements.
- Calculate gross margin and markup on inventory.
- Record and compare merchandising transactions using both periodic and perpetual inventory systems.
- Explain and record Provincial Sales Tax (PST) and Goods and Services Tax (GST).

CHAPTER 6 MERCHANDISE INVENTORY AND COST OF SALES

Upon completion of Chapter 6 you will be able to:

- Identify the components and costs included in merchandise inventory
- Calculate cost of goods sold and merchandise inventory using specific identification, moving weighted average, FIFO – perpetual cost of sales methods.
- Analyze the effects of the costing methods on financial reporting.
- Calculate the lower of cost and net realizable value of inventory.
- Analyze the effects of inventory errors on current and future financial statements perpetual.
- Apply both the gross profit and retail inventory methods to estimate inventory.
- Assess inventory management using both merchandise turnover and days' sales in inventory.

CHAPTER 7 INTERNAL CONTROL AND CASH

Upon completion of Chapter 7 you will be able to:

- Define, explain the purpose of, and identify the principles of internal control.
- Define cash and explain how it is reported.
- Apply internal control to cash.
- Explain and record petty cash fund transactions.
- Explain and identify banking activities and the control features they provide.
- Prepare a bank reconciliation and journalize resulting adjustments.
- Calculate the quick ratio and explain its use as an indicator of a company's liquidity.

CHAPTER 8 RECEIVABLES

Upon completion of Chapter 8 you will be able to:

- Describe accounts receivable and how they occur and are recorded.
- Apply the allowance method to account for uncollectible accounts receivable.
- Estimate uncollectible accounts receivable based on sales and accounts receivable.
- Describe and record a short-term note receivable and calculate its maturity date and interest.
- Explain how receivables can be converted to cash before maturity.
- Calculate accounts receivable turnover and days' sales uncollected to analyze liquidity.

CHAPTER 9 PLANT, PROPERTY AND EQUIPMENT AND INTANGIBLES

Upon completion of Chapter 9, you will be able to:

- Describe property, plant and equipment (PPE) and calculate their cost.
- Explain, record and calculate depreciation using the methods of straight-line, units-of-production, and double-declining-balance.
- Explain and calculate depreciation for partial years.
- Explain and calculate revised depreciation.
- Explain and record impairment losses.

- Account for asset disposal through discarding, selling or exchanging an asset.
- Account for intangible assets and their amortization.

APPENDIX I PAYROLL LIABILITIES

Upon completion of the payroll module you will be able to:

- Identify the taxes and other items frequently withheld from employees' wages.
- Make the calculations necessary to prepare a payroll register and prepare the entries to record and pay payroll liabilities.
- Calculate the payroll costs levied on employers and prepare the entries to record the accrual and payment of these amounts.
- Calculate and record employee fringe benefit costs.

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.transferralberta.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

EVALUTATIONS:

Assignments:	15%
Exercises and Problems assigned, CONNECT and in-class assignments	
Quizzes	15%
Unit One Test	20%
Unit Two Test	20%
Final Exam	30%

GRADING CRITERIA:

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		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

OA1320 A3 BASIC BOOKKEEPING II COURSE SCHEDULE

Tentative Course Timeline:

Week	Topic	Required Reading
1 - 3	Accounting for Merchandising Activities	Chapter 5
3 - 5	Inventory Costing and Valuation	Chapter 6
5 - 6	Payroll Liabilities	Appendix I
7	Winter Break – No Classes	
8 – 10	Internal Control and Cash	Chapter 7
10 - 12	Receivables	Chapter 8
12 - 15	Plant, Property and Equipment and Intangibles	Chapter 9

STUDENT RESPONSIBILITIES:

Daily attendance is essential. Students are responsible for completing assignments outside of class time when necessary. Some assignment will occur in-class and may be unannounced. If you are ill, please have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College Calendar)

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

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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