



**EFFECTIVE: MAY, 2008**  
**CURRICULUM GUIDELINES**

**A.** Division: **Education** Effective Date: **May, 2008**

**B.** Department / Program Area: **Commerce and Business Admin  
Office Administration** Revision  New Course

If Revision, Section(s) Revised: **F; H; M; N; P; Q**

Date of Previous Revision: **September, 2004**

Date of Current Revision: **October, 2007**

**C: OADM 1338** **D: Accounting Procedures II** **E: 3**

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	Descriptive Title	Semester Credits
<b>F:</b> Calendar Description:		

**This course will introduce the student to the end of period activities required for a service business and a BT/TT0 1**

**M:** Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. complete the accounting cycle for a service business.
2. complete the accounting cycle for a merchandising business.
3. perform the accounting activities related to the estimating and recording of bad debts.
4. calculate inventory using various methods.
5. record transactions using QuickBooks Accounting Software.
6. exhibit a high standard of behaviour with respect to attendance, punctuality, positive attitude and respect for others.

**N:** Course Content:

- 1.

<b>Q:</b> Means of Assessment	
Assignments (3-5)	10%
Project	20%
Test 1	30%
Test 2	30%
Employability Skills (criterion based)	<u>10%</u>
	<u>100%</u>
<b>R:</b> Prior Learning Assessment and Recognition: specify whether course is open for PLAR	
Yes	

Course Designer(s) **Neil Gillis**

Education Council / Curriculum Committee Representative

Dean / Director **Rosilyn G. Coulson**

Registrar **Trish Angus**

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