



## OFAD-170 – Bookkeeping 1

### Technology

**Effective Term & Year:** Fall 2022  
**Course Outline Review Date:** 2025-03-01

**Program Area:** Office Administration

#### Description:

Bookkeeping 1 covers basic bookkeeping skills learning the nine steps of the manual accounting cycle including recognizing source documents, recording journal entries, posting to the general ledger, preparing a trial balance and worksheet, preparing financial statements to a professional level, recording adjusting and closing entries, preparing a post-closing trial balance, and the basics of banking procedures and control of cash.

#### Program Information:

This course is required for the Office Administration Certificate.

Hours for this course: 120 hours to be completed over 8 weeks.

**Delivery Methods:** Online

**Credit Type:** College of the Rockies Credits

**Credits:** 3

#### Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	120
Seminar/Tutorials	
Laboratory/Studio	

Practicum/Field Experience

Co-op/Work Experience

Other

**Total** 120

### Course Requisites:

- Complete all of the following
  - Completed the following:
    - [OFAD157](#) – Business Math and Calculators (1.5)
    - [OFAD158](#) – Windows, Outlook, & File Management (1)
    - [OFAD181](#) – MS Excel 1 (1.5)
    - [OFAD155](#) – Keyboarding 1 (1.5)
  - Strong reading and writing abilities.
  - OFAD 155 or current typing speed of 25 gwam.

### Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

### Course Transfer Credit:

For information about receiving transfer credit for courses taken at other BC institutions, please see <http://www.bctransferguide.ca>. All requests for course transfer credit from institutions in BC or elsewhere should go to the College of the Rockies Enrollment Services office.

### Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Jeffrey Slater and Debra Good (2021). *College Accounting: A Practical Approach*, Canadian 14th Edition. Don Mills, ON: Pearson Canada, Inc.

Workbook to accompany above text – Optional

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

### Learning Outcomes:

Upon the successful completion of this course, students will be able to

- analyze, journalize, and post business transactions;
- prepare financial statements;
- journalize and post adjusting entries;
- journalize and post closing entries;
- perform cash control and banking procedures;
- perform the routine bookkeeping functions of a service organization and small merchandising operation; and
- apply proper procedures for both debit memorandums and credit memorandums received or generated.

### Course Topics:

- Basic concepts of double-entry bookkeeping
- Accounting cycle of a service firm
- Journalizing, posting, and preparing the trial balance
- Worksheets and financial statements for a service company
- Adjusting, closing, and preparing the post-closing trial balance
- Special Journals
- Bank procedures and control of cash

See instructor's Handout for the detailed outline of weekly readings, activities, and assignments.

## Evaluation and Assessments

### Assessment Type: Online

Assessment Type	% of Total Grade
Chapter Tests	45%
Chapter Assignments	10%
Comprehensive Assignment	10%
Final Exam	35%
Total	100%

## Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=98	97-94	93-90	89-86	85-82	81-79	78-75	74-70			<70

**Pass requirements:** None

**Evaluation Notes:** A grade of “C” grants credit, but may not be sufficient as a prerequisite for sequential courses.

### Evaluation Notes Comments:

*Please see the instructor handout for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.*

Attendance is an important component of the course. Students are expected to complete this course within the scheduled course timeline. Failure to do so will result in an “F” grade. Extensions may be considered only if the student has demonstrated workplace appropriate responsibility for absence or delay throughout the course.

### Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

### Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

### Equivalent Course(s) and Course Code Changes

Prior Course Code: ABT 138

Date changed: September 2007

**Course Changes:**

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.