



OFAD-172 – Bookkeeping 2

Office Administration

Effective Term & Year: Fall 2023

Course Outline Review Date: 2028-03-01

Program Area: Office Administration

Description:

OFAD 172 Bookkeeping 2 is an introduction to processing a company's payroll. It covers calculating employees' earnings and deductions, calculating employer payroll expenses, journalizing and posting the payroll, and disbursing payroll liabilities.

Program Information:

This course is required for the Bookkeeping Specialty Certificate.

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 1.5

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	45

Course Requisites:

- Earned a minimum grade of B+ (86%) in each of the following:
 - [OFAD170](#) – Bookkeeping 1 (3)
 - [OFAD158](#) – Windows, Outlook, & File Management (1)

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 either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment 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 (2018). *College Accounting: A Practical Approach*, Canadian 13th Edition. Don Mills, ON: Pearson Canada, Inc.

Workbook to accompany above text.

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 should be able to

- calculate employer payroll;
- calculate taxes, CPP and EI using Revenue Canada's website;
- calculate EI and CPP manually;
- fill in T4 using employees payroll year end information;
- perform cash control and banking procedures;
- complete a payroll register;
- journalize and post payroll remittances;
- apply critical thinking;
- execute work in a timely manner and on schedule; and
- demonstrate responsibility for attendance, absenteeism, and punctuality.

Course Topics:

- Payroll concepts and procedures
- Employee tax responsibilities
- Employer tax responsibilities
- Remittance of payroll liabilities

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
Payroll Comprehensive Project	10%
Chapter Tests (2)	50%
Final Exam	40%
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

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

Evaluation Notes Comments:

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.