



OFAD-275 – Bookkeeping 3

Technology

Effective Term & Year: Fall 2022

Course Outline Review Date: 2025-03-01

Program Area: Office Administration

Description:

OFAD 275 Bookkeeping 3 is a continuation of both Bookkeeping 1 and Bookkeeping 2. It covers bookkeeping activities for service and merchandising businesses, how to analyze and record purchases and sales, handle cash receipts and cash payments, maintain and reconcile subsidiary ledgers, record taxes in special journals, and prepare formal financial statements.

Program Information:

This course is required for the Bookkeeping Specialty Certificate.

Hours for this course: 105 hours to be completed over 7 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	105
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	

Co-op/Work Experience	
Other	
Total	105

Course Requisites:

- Completed the following:
 - [OFAD157](#) – Business Math and Calculators (1.5)
 - [OFAD158](#) – Windows, Outlook, & File Management (1)
 - [OFAD181](#) – MS Excel 1 (1.5)
 - [OFAD170](#) – Bookkeeping 1 (3)
 - [OFAD172](#) – Bookkeeping 2 (1.5)

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.

Accounting Simulation package

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 transactions;
- record payroll entries in General and Cash Payments journals;
- record business transactions in Sales, Cash Receipts, Purchases, Cash Payments, and General journals;
- record transactions with PST, GST, and HST;
- calculate PST, GST, and HST on sales and purchase transactions;
- calculate and record self-assessed PST;
- calculate and record remittances for PST, GST, and HST;
- maintain subsidiary Accounts Receivable and Payable ledgers;
- prepare Schedules of Accounts Receivable and Payable;
- post to General Ledger accounts;
- calculate the Cost of Goods Sold;
- record and post adjusting and closing entries;
- prepare financial statements; and
- prepare a Post-Closing Trial Balance.

Course Topics:

- Payroll review
- Special journals
- Special journals with taxes
- Worksheets and financial statements
- Completing the accounting cycle
- Comprehensive assignment

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	35%
Comprehensive Assignment	25%
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

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`s 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: OFAD 175

Date changed: September 2010

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.