

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

COURSE OUTLINE

COURSE NAME ACCOUNTING I

COURSE NUMBER FMGT 1100

DATE September 1994

Prepared by S. Hatten

Taught to First Year

School Business

Computer Systems Technology
School & Academic Studies

Program Financial Management

Program Computer Systems Technology

Date Prepared August 1994

Option _____

Term 1 Hrs/Wk 4 Credits 4.0

No. of Weeks 15 Total Hours 60

Instructor(s) Sharon Hatten Office SE6-345 Local 6758 Phone No. 451-6758

Office Hours To be announced.

PREREQUISITES None.

COURSE OBJECTIVES

This course is the first of two designed to provide first year Computer System students with a general understanding of the nature, purpose and general procedures of accounting. Completion of this course and of the course which follows (Accounting 2) with an acceptable grade gives the student transfer credit to the courses offered by the three professional accounting bodies in B.C. as well as other professional bodies such as those for financial planners and managers.

EVALUATION

Final Examination	<u>40</u>	<u>%</u>
Mid-Term #1	<u>25</u>	<u>%</u>
Mid-Term #2	<u>25</u>	<u>%</u>
Assignments & Quizzes	<u>10</u>	<u>%</u>

REQUIRED TEXT(S) AND EQUIPMENT

- a) Larson, Miller, Zin, and Nelson. (1993.) Fundamental Accounting Principles. 7th Canadian Edition, Irwin.
- b) - 3 column accounting paper.
- *dark* pencil, eraser, ruler, and calculator.

REFERENCE TEXTS AND RECOMMENDED EQUIPMENT

"Workbook of study guides with solution" for the above text. This provides questions and solutions which will enable the student to immediately test his/her understanding of the basics.

SPECIFIC UNIT OBJECTIVES

At the end of this course, students should be able to:

1. Describe the nature and purpose of accounting information including its limitations and basic concepts.
2. Apply generally accepted accounting principles in the analysis and recording of business transactions.
3. Apply the basic principles of double-entry bookkeeping to the recording of transactions for both a service and a merchandising business.
4. Prepare a trial balance.
5. Analyze and record adjusting entries.
6. Prepare financial statements (Income Statement, Statement of Changes in Owner's Equity and the Balance Sheet) for a service business and a merchandising business.
7. Close a set of books.
8. Describe and differentiate the three forms of business organization.

SPECIFIC UNIT OBJECTIVES (Cont'd)

9. Determine the value of ending inventories under alternative generally accepted accounting methods.
10. Apply estimating techniques to value ending inventories for interim financial statements and to estimate inventory shortages.
11. Understand internal control functions, operate a petty cash fund, and reconcile the bank account.

ALL OUTLINES, SCHEDULES, AND MARK ALLOCATIONS ARE SUBJECT TO CHANGE IF THE INSTRUCTOR DETERMINES THAT CHANGE IS REQUIRED.

COURSE OUTLINE
(continued)

Lecture	Material Covered	References
Sept. 8, 12	Accounting: An Introduction to Its Concepts	Chapter 1
Sept. 15, 19, 22	Recording Transactions	Chapter 2
Sept. 26, 29, Oct. 3	Adjusting the Accounts and Preparing Statements	Chapter 3
Oct. 6, 13, 20	Worksheet and Closing the Accounts	Chapter 4
Oct. 17	Mid-Term Exam #1 - Chapters 1, 2, and 3	
Oct. 24, 27, 31	Accounting for a Merchandise Concern	Chapter 5
Nov. 3, 10, 14	Inventory and Cost of Goods Sold	Chapter 9
Nov. 7	Mid-Term Exam #2 - Chapter 3, 4, and 5	
Nov. 17, 21	Accounting Systems	Chapter 6
Nov. 24, 28 Dec. 1	Internal Control and Accounting for Cash	Chapter 7
Dec. 5, 8	Course Review	
Dec. 12 to 16	EXAM WEEK	

ASSIGNMENT SCHEDULE

NOTE: Answers to the following problems must be submitted BEFORE the Monday lectures by placing them in the assignment boxes. Assignments will be accepted until 12 noon and not considered late twice during the term (per student). If Monday is a holiday, assignments are due before 9:00 a.m. Tuesday. Assignment submission location will be announced by your lecturer.

Assignment	Due Date
Handout	Sept. 12
Problems 1-4 (Part 1, 2, 3 only), 1-3A	Sept. 19
Problem 2-1, 2-4	Sept. 26
Provocative Problem 2-4, Problem 3-1A	Oct. 3
Problem 3-4 (submit by 9:00 A.M.)	Oct. 11
NO ASSIGNMENT DUE	Oct. 17
Problem 4-3, EX 4-13	Oct. 24
Problems 5-1A, 5-5A (Omit Part 4 and 5)	Oct. 31
No Assignment Due	Nov. 7
Problems 9-2A, 9-4A	Nov. 14
Problems 9-7, 9-9	Nov. 21
Problems 6-5	Nov. 28
Problems 7-1A, 7-4A, 7-6A (Part 2 Only)	Dec. 5

NOTE: Attendance requirements will be enforced as per the BCIT policy on page 7 of the calendar. Excessive absence will be deemed to be missing more than 2 labs for reasons within the student's control. Upon notification of excessive absence and failure to provide adequate explanation, the student will be *disqualified from writing the final examination*.

NOTE:

1. Weekly assignment submissions will be recorded. Late assignments will not be accepted.
2. Quizzes based on the weekly assignments will be given at appropriate intervals.
3. Every attempt has been made to have the assignment schedule lag considerably behind the lectures, students should not take this to mean that the assignments need be left until the assigned lab period, instead the due date is to be viewed as the submission time. Do the assignments as early as possible, then
4. Students who wish to master Accounting are encouraged to complete additional problems. The answers to these problems may be viewed with your lecturer.
5. Students are expected to bring their text books to the labs and seminar classes. Textbooks are not always required in the lecture classes.

NOTE: Students wishing to transfer to the Financial Management Technology's program will require a 70% mark in:

FMGT 1100 - if transferring at the start of term 2

FMGT 1100 and 2100 - if transferring at the start of term 3

FINANCIAL MANAGEMENT TECHNOLOGY

ACCOUNTING I

GUIDE FOR STUDENTS IN THE SUBMISSION OF ASSIGNMENTS

1. Show full name and set number in the upper right of each page.
2. Identify problem numbers on the center of the page.
3. Use only *one* side of the paper.
4. Staple all pages together at the upper left hand corner in the order that problems were assigned.
5. Write plainly and neatly. Submit assignments in HB pencil. Pencil must be dark lead.
6. Proper Columnar paper must be used in all assignments.
7. Decimals and commas are not required on columnar paper.
8. Financial statements are to be prepared in accordance with the illustrations in the text.
9. The business name given in your problems must be shown on all financial statements exactly as illustrated in the text.
10. Where underlines are required, a ruler should be used. Under figures, a single underline indicates a calculation involving the numbers above the line, a double underline indicates a final total.
11. Account titles (names) must not be abbreviated.
12. Capital letters are to be used as illustrated in the text.
13. Dollar signs are to be included in financial statements beside the first amount in each column and beside each amount appearing directly below a double underline.
14. The word Stockholder is used in the U.S.A.; Shareholder is the terminology in Canada.
15. Pay particular attention to grammar and spelling. In the Owner's Equity section of the Balance Sheet, the apostrophe must be used in possessive words such as Shareholders', Partners' or Owner's Equity.