

## COURSE OUTLINE

NO. OF WEEKS: 13 TOTAL HOURS: 52

**Office Hours** Mon, Tues, Wed, @ 10:30 Wed, Thurs, @ 9:30

In order to bring all the knowledge together the student will be asked to complete the 3rd month of activities. This will be done in class under controlled situation. The students will work on their own in class and then hand the set in each day. The final month's preparation will then be marked as a final exam. The practice set will be like a mini-set of books.

EVALUATIONS:	Practice Set Months 1 & 2	-	20%
	Mid-Term Tests (2)	-	40%
	Practice Set Month 3	-	40%
	Total	-	<u>100%</u>

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#### REQUIRED TEXT AND EQUIPMENT:

1. Textbook: Accounting for Small Business -  
Notes to accompany practice set  
R. C. Bell  
To be distributed in class.  
  
Blue Ribbon Carpets Practice Set - January -  
March  
Sky Blue Publishers
  2. Equipment: Basic calculator, dark lead pencil, ruler and eraser.
  3. Supplies: Columnar paper (3 column  
and 8 column)  
Synoptic journal paper
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#### SPECIFIC UNIT OBJECTIVES:

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

1. Identify an asset, a liability, the owner's equity, an income and an expense for accounting purposes.
2. Compare different forms of business organizations.
3. Analyze transactions for accounting purposes using debits and credits.
4. Appreciate the need for and explain generally accepted accounting principles and their importance to the communication of accounting information. Specifically as to how to measure and when to recognize revenues and expenses and to properly value the assets of the business.
5. Explain what an account is and use proper account names.
6. Prepare a classified balance sheet, income statement and a cash flow statement.
7. Properly report revenue as it is earned and expenses as they relate to the revenue earned.
8. Record transactions in a synoptic journal and post the journal to a general ledger.
9. Prepare adjusting journal entries.

10. Prepare closing entries.
11. Calculate gross profit and costs of goods sold.
12. Understand the merchandising cycle in accounting terms and properly record sales and purchase related transactions.
13. Be able to record and report on services revenue and determine when the revenue has been earned.
14. Determine the "cost" of the ending inventory using FIFO method, and explain the impact of such valuations on the net income using the periodic inventory system.
15. Maintain adequate inventory records for internal control purposes as well as evaluation purposes.
16. Prepare an income statement for a merchandising type of business.
17. Reconcile a bank statement with the ledger cash account using actual bank statements and cancelled cheques.
19. Implement some internal control for cash procedures.
20. Maintain the records of a small merchandising or service business for several months leading up to periodic financial statements.
21. Use the financial data in the accounting records to prepare budgets.

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ALL OUTLINES, SCHEDULES AND MARKS ALLOCATIONS ARE SUBJECT TO CHANGE IF THE INSTRUCTORS DETERMINE THAT CHANGE IS REQUIRED.

# SMALL BUSINESS ACCOUNTING ESSENTIALS

FMGT 1151

## LECTURE TOPICS AND REFERENCES

### TRADES OPTION - OPERATIONS MANAGEMENT

WEEK ENDING	TOPICS	CHAPTER
SEPT 9	No classes scheduled. Pick up course outline and text in class. Pick up practice set at book store.	
16	Introduction - Accounting concepts; objectives and components of financial statements - income statement; balance sheet; records of a small business - general journal and ledgers.	
23	Continue with records of a small business - bank reconciliation; journal entries; posting to the ledger accounts. Transaction analysis. Introduce the synoptic journal. The trial balance.	
30	Starting the practice set. Setting up the accounts; the chart of accounts; Starting the business; fair market concept applied; revenue recognition transactions; expense recognition.  1st Mid-term exam - recording and posting transactions.	
Oct 7	Continue the practice set; post-dated cheques; purchase transactions; payroll records; acquiring operating assets; sales transactions; collections and account payments.	
14 No Monday class - Thanks- giving	Ruling off the journal; posting the journal; Prepare adjusting entries from a trial balance	
21	Continue adjusting entries; bank reconciliation.	
28	Post adjusting entries; prepare monthly financial statements. Analyse the financial statements and prepare budgets.	

# SMALL BUSINESS ACCOUNTING ESSENTIALS

FMGT 104

## LECTURE TOPICS AND REFERENCES

### TRADES OPTION - OPERATIONS MANAGEMENT

WEEK ENDING	TOPICS	CHAPTER
Nov 4	Start month 2 of the practice set. 2nd mid-term exam - adjusting entries and bank reconciliation	
11	Continue month 2 of the practice set.	
18	Complete month 2 of the practice set and hand in for marking.	
25	Start a month 3 of the practice set to be worked on individually in class and handed in at the end of each class.	Practice set
Dec 2	Continue the practice set for the third month. To be done in class only. Collected at end of each period.	Practice set
9	Continue the practice set third month. Hand in for marking.	Practice set