



Accounting 2 - ACCT 262
Business Administration Program/Administrative Studies

Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998
OUTLINE EFFECTIVE DATE: January 2014
COURSE OUTLINE REVIEW DATE: September 2018

GENERAL COURSE DESCRIPTION:

This course is a continuation of ACCT 261. This course includes capital assets, liabilities, partnerships, corporations, cash flow, and financial statement analysis.

Program Information: This course will be of interest to students who wish to pursue a career in business. ACCT 262 is required in both the Accounting and Aboriginal Financial Manager majors of the Business Administration two-year diploma. This course is transferable to professional accounting associations and is also transferable to various business degree programs.

Delivery: This course is delivered face-to-face and online

COTR Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

Department Head
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Department Head Signature

Dean of Instruction Signature

EDCO

Valid from: January 2014 – September 2018

Education Council Approval Date

COURSE PRE-REQUISITES AND TRANSFER CREDIT

Prerequisites: ACCT 261

Students require a minimum grade of “C-” in a pre-requisite course to progress to the subsequent course. A grade of “D” grants credit. Students require a minimum grade of “C” for credit towards the BBA degree

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: BUAD 102 ⇔⇔ACCT 262
Date changed: June 2010

Textbooks and Required 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:

Larson and Jensen, *Fundamental Accounting Principles*, Volume 2, 14th Canadian Edition, McGraw-Hill Ryerson, 2013.

A financial calculator such as the HP 10b11 is recommended.

Please see the instructor's syllabus or check COTR's online text calculator http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164 for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, you should be able to:

Knowledge

- Identify the different temporary accounts in proprietorships, partnerships and corporations and prepare appropriate closing entries.
- Describe financial statement analysis and identify its focus, standards of comparison and tools.

Comprehension

- Recognize the role of financial accounting in business decisions.
- Distinguish between an asset and an expense. Apply the cost principle to the acquisition of a variety of long lived assets. Calculate and explain the differences between several depreciation methods and partial year conventions.
- Define liability and differentiate current from long term liabilities. Calculate and record appropriate entries for known and estimated liabilities including warranties and bonds at premium or discount.
- Identify the characteristics of partnerships. Prepare journal entries for the formation of a partnership, income sharing, admission and withdrawal of a partner, and the liquidation of a partnership.
- Summarize the attributes of the corporate form. Record the issuance of common and preferred shares, and the allocation of cash dividends, stock dividends and stock splits.
- Calculate Basic Earnings per Share and explain where and how and why it is reported.
- Describe and explain the different purposes of debt and share investments.

Application

- Use appropriate accounting terms as they relate to business situations and current events.
- Compose a set of financial statements in good format from a trial balance listing of accounts and balances. Differentiate formats among proprietorships, partnerships and corporations.
- Explain and identify appropriate treatment of contingent liabilities. Explore corporate social responsibility and compare contingency accounting with other social or environmental reporting.
- Classify investments and apply appropriate accounting treatment.
- Calculate financial ratios, common-size and trend analyses.
- Explain the triple bottom line and describe how it is reported and evaluated.

Analysis

- Compare bond to share financing.
- Distinguish among operating, investing and financing activities included in the cash flow statement. Prepare cash flow statement in proper format using both the direct and indirect methods of operations.
- Identify and postulate explanations for trends in financial information.

Teamwork and communication

- Communicate effectively in business language in formal and informal situations.
- Manage small projects individually and with a group.

COURSE TOPICS:

- Capital Assets: Property, Plant and Equipment
- Current Liabilities
- Partnerships
- Organization and Operation of Corporations
- Corporate Reporting: Income, Earnings per Share and Retained Earnings
- Bonds and Long-Term Notes Payable
- Accounting for Debt and Share Investments
- Reporting and Analyzing Cash Flow
- Analyzing Financial Statements

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

ESSENTIAL SKILLS DEVELOPED IN THIS COURSE:

Students may develop this skill *during* my course:

Skills for Busy Students

- Recognize personal learning style
- Use effective note-taking strategies
- Develop problem-solving and memory skills

EVALUATION AND ASSESSMENT (Face to Face and Online Delivery)

Assignments	% Of total Grade
Chapter Assignments	30%
Midterm Exam(s)	30%
Final Exam	<u>40%</u>
Total	100%

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

EXAM POLICY

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.