



**Financial Accounting for Tourism Majors – ACCT 263**  
Business Administration Program/Administrative Studies

**Course Outline**

COURSE IMPLEMENTATION DATE: Pre 1998  
OUTLINE EFFECTIVE DATE: September 2016  
COURSE OUTLINE REVIEW DATE: March 2021

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**GENERAL COURSE DESCRIPTION:**

This course is designed to teach non-accounting majors to understand the accounting records of a small business and/or to give them the opportunity to use an accounting software program. Concepts, terminology and principles are introduced at a basic level. Topics include revenue and expense recognition, cash vs. accrual accounting, the accounting cycle and analysis of financial statements and other financial information.

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**Program Information:** This course is required for the Tourism and Recreation Management Diploma and Adventure Tourism Business Operations Diploma.

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**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	
<b>Total</b>	<b>45</b>

**Practicum Hours (if applicable):**

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

**Course Outline Author or Contact:**

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Signature**APPROVAL SIGNATURES:**

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Department Head Signature\_\_\_\_\_  
Dean Signature

EDCO

Valid from: September 2016 – March 2021

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Education Council Approval Date**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** English 12 or equivalent is required. Foundations of Math 11, Pre-Calculus 11, Principles of Math 11, Applications of Math 11, MATH 080 or MATH 082 or equivalent is recommended

**Corequisites:** None

Students require a minimum grade of "C-" in a prerequisite 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 109 ⇔⇔ ACCT 263**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:

Each student needs a textbook and a calculator.

Joffe, N. (2011), *Key Accounting Principles*, Vol. 1, (3rd ed.) AME Learning Inc.

Please see the instructor's syllabus or check COTR's online text calculator

[http://www.cotr.bc.ca/bookstore/cotr\\_web.asp?IDNumber=164](http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164) for a complete list of the currently required textbooks.

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## LEARNING OUTCOMES:

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

- understand and apply the fundamental concepts of accounting;
  - identify and use accounting terms as they relate to business situations;
  - understand the objectives of financial reporting and how various audiences use accounting information in decision-making;
  - describe the accounting process and indicate the roles that bookkeepers and accountants play in collecting financial information;
  - set up and maintain accounting records and prepare financial statements for a small business;
  - understand the definition of sustainability as applied to an economic activity;
  - understand how concepts of sustainability are connected to financial reporting and economic profit;
  - apply analytical techniques to financial information and communicate relevant information for business decisions; and
  - prepare cash flow statements and understand the difference between cash and accrual accounting.
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## COURSE TOPICS:

- Introduction to the accounting equation/the accounting period and financial statements
- Revenue and expense recognition
- Inventory
- Revenue recognition
- COGS, gross profit
- Adjusting entries
- Cash flow Statements
- Financial analysis
- Internal controls and cash management
- Debits and credits
  - A. General journal
  - B. Posting
  - C. Trial balance
- Closing the books

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

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**EVALUATION AND ASSESSMENT (Face-to-Face Delivery and Online Delivery):**

Assignments	% Of Total Grade
Online Quizzes	10%
Homework/Assignments	10%
Midterm	35%
Final Exam	<u>45%</u>
TOTAL	100%

**Notes:**

1. A comprehensive final exam will be given in the exam period at the end of the semester.
2. Students will be expected to complete homework regularly and check and correct their answers.

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

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**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.

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**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 "C" is required as a prerequisite for sequential courses.

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**ACADEMIC POLICIES:**

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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## **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 will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.