

**Accounting 1**

2018-19 Academic Year

<b>Program</b>	<b>Year</b>	<b>Semester</b>
BITM-Business Administration-Accounting Advanced Diploma	1	1
BITM-Business Administration-Finance Advanced Diploma	1	1
BITM-Business Administration-Human Resources Advanced Diploma	1	1
BITM-Business Administration-Marketing Advanced Diploma	1	1
BITM-Business Administration-Supply Chain and Operations Management Advanced Diploma	1	1
BITM-Business Administration-Supply Chain and Operations Management Advanced Diploma (co-op)	1	1
BITM-Business Fundamentals Certificate	1	1
BITM-Business-Accounting Diploma	1	1
BITM-Business-Accounting Diploma-Transfer to UOIT Bachelor of Commerce (Hons)	1	1
BITM-Business-Entrepreneurship and Small Business Diploma	1	1
BITM-Business-Entrepreneurship and Small Business Diploma-UOIT Transfer	1	1
BITM-Business-Finance Diploma	1	1
BITM-Business-Human Resources Diploma	1	1
BITM-Business-Human Resources Diploma-Transfer to UOIT Bachelor of Commerce (Hons)	1	1
BITM-Business-Marketing Diploma	1	1
BITM-Business-Marketing Diploma-UOIT Transfer	1	1
BITM-Business-Supply Chain and Operations Diploma	1	1
BITM-Business-Supply Chain and Operations Diploma - UOIT Transfer	1	1
BITM-Computer Foundations Certificate	1	1

<b>Course Code:</b> ACCT 1200	<b>Course Equiv. Code(s):</b> ACCT 1208, ACCT 1250, ACCT 1280, ACCT 1290, ACCT 1300, ACCT 1307, ACCT 1316
<b>Course Hours:</b> 42	<b>Course GPA Weighting:</b> 3
<b>Prerequisite:</b> N/A	
<b>Corequisite:</b> N/A	
<b>Laptop Course:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Delivery Mode(s):</b> In class <input checked="" type="checkbox"/> Online <input type="checkbox"/> Hybrid <input type="checkbox"/> Correspondence <input type="checkbox"/>	
<b>Authorized by (Dean or Director):</b> Marianne Marando <b>Date:</b> September 2018	

<b>Prepared by</b>		
<b>First Name</b>	<b>Last Name</b>	<b>Email</b>
Milena	Ceglie, CGA, CPA, MBA	milena.ceglie@durhamcollege.ca

## Course Description:

This course introduces students to fundamental accounting concepts. With these concepts students learn how to keep a simple set of books for a small business; including: journalizing, posting, trial balance, adjusting entries and the preparation of financial statements. Other topics include petty cash, bank reconciliations, internal control and payroll liabilities.

## Subject Eligibility for Prior Learning Assessment & Recognition (PLAR):

Prior Learning Assessment and Recognition (PLAR) is a process a student can use to gain college credit(s) for learning and skills acquired through previous life and work experiences. Candidates who successfully meet the course learning outcomes of a specific course may be granted credit based on the successful assessment of their prior learning. The type of assessment method (s) used will be determined by subject matter experts. Grades received for the PLAR challenge will be included in the calculation of a student's grade point average.

The PLAR application process is outlined in <http://www.durhamcollege.ca/plar>. Full-time and part-time students must adhere to all deadline dates. Please email: [PLAR@durhamcollege.ca](mailto:PLAR@durhamcollege.ca) for details.

### PLAR Eligibility

Yes  No

### PLAR Assessment (if eligible):

- Assignment
- Exam
- Portfolio
- Other

## Course Learning Outcomes

Course Learning Outcomes contribute to the achievement of Program Learning Outcomes for courses that lead to a credential (e.g. diploma). A complete list of Vocational/Program Learning Outcomes and Essential Employability Skill Outcomes are located in each Program Guide.

### Course Specific Learning Outcomes (CLO)

Student receiving a credit for this course will have reliably demonstrated their ability to:

- CLO1 Demonstrate the double entry accounting system by analyzing, recording, and posting transactions.
- CLO2 Explain and apply generally accepted accounting principles.
- CLO3 Prepare and record adjusting and closing journal entries.
- CLO4 Prepare and record transactions and adjustments for a perpetual inventory system.
- CLO5 Prepare financial statements for a sole proprietorship.
- CLO6 Record petty cash fund transactions and understand Internal Control Procedures.
- CLO7 Prepare bank reconciliation and journalize any related adjustments.
- CLO8 Describe and record entries relating to Payroll Liabilities.

### Essential Employability Skill Outcomes (ESSO)

This course will contribute to the achievement of the following Essential Employability Skills:

- EES 1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
- EES 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- EES 3. Execute mathematical operations accurately.
- EES 4. Apply a systematic approach to solve problems.
- EES 5. Use a variety of thinking skills to anticipate and solve problems.
- EES 6. Locate, select, organize, and document information using appropriate technology and information systems.
- EES 7. Analyze, evaluate, and apply relevant information from a variety of sources.
- EES 8. Show respect for the diverse opinions, values, belief systems, and contribution of others.
- EES 9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- EES 10. Manage the use of time and other resources to complete projects.
- EES 11. Take responsibility for one's own actions, decisions, and consequences.

## Evaluation Criteria:

The Course Learning Outcomes and Essential Employability Skills Outcomes are evaluated by the following evaluation criterion.

Evaluation Description	Course Learning Outcomes	EESOs	Weighting
IN-PROCESS: Based on hand-in assignments and/or quizzes.	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8	EES3, EES4, EES10, EES11	20
TEST #1 - Week 6; closed book, multiple choice and/or short answer and/or problem style questions chapters 1,2,3	CLO1, CLO2, CLO3	EES3, EES4, EES10, EES11	15
TEST #2 - Week 12; closed book, multiple choice and/or short answer and/or problem style questions (Chapters 3,4 5 and Appendix I)	CLO1, CLO2, CLO3, CLO4, CLO5	EES3, EES4, EES10, EES11	20
ONLINE MCGRAW HILL CONNECT Chapter "Assignments" due throughout the semester  (Please note: "In-Class Exercises" are not included in the 15% Grade. These are available all semester as a student learning tool for Tests and Final Test)	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8	EES3, EES4, EES10, EES11	15
COMPREHENSIVE FINAL TEST - Week 14; Comprehensive - closed book, multiple choice and/or short answer and/or problem style questions (Chapters 1, 2, 3, 4, 5, 7 and Appendix I)	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8	EES3, EES4, EES10, EES11	30
<b>Total</b>			<b>100%</b>

### Notes:

1. The in-process grade is based on in-class exercises, and/or hand-in assignments, and/or quizzes assigned at the professor's discretion. If a student is absent when an in-class exercise or quiz is assigned, he/she will receive a grade of "0". Quizzes may be unannounced. No make-up assignments will be given
2. Hand-in assignments that are assigned as homework outside of class time must be delivered to the professor at the beginning of the predetermined class. Students will be penalized 10% per hour for late hand-in assignments. Any assignment handed in after the start of class is considered late and the late penalty will be assessed.
3. Students must understand the importance of using proper communication techniques in everything they do. All business documents must be correctly formatted and free of grammar, punctuation, and spelling errors. At the discretion of Professor, up to a maximum of 20% of the value of each assignment, project and test submitted by students will be deducted for incorrect formatting, grammar, punctuation, and spelling. It is also critical that any work completed be legible. Included in the 20% deduction will be lost marks for product that is not legible. To reflect the importance of proper communication in the business world, it is recommended that for short answer or essay style assignments, etc., work be submitted in an appropriately printed format.
4. Section Professors may direct students to submit assignments in electronic format. It is the student's sole

responsibility to ensure that any assignments submitted electronically are in an acceptable file format that can be opened and read by the professor, and that the correct file is chosen for submission. If, after submitting the file, the student recognizes that an error has been made, any subsequent submission to correct the error will be subject to the usual grade deduction for late assignments. It is not the professor's responsibility to notify the student that the file is incorrect and any submission errors that are not identified and corrected by the student will receive a zero grade. It is highly recommended that the student close and reopen the file prior to submission to ensure it will open correctly. If there is any doubt about acceptable file formats, it is up to the student to check with the section professor prior to the submission deadline. Section professors may direct students to submit assignments in hard-copy format, either hand-written or electronically printed. If the latter is acceptable by the professor, it is the student's sole responsibility to ensure that the assignment is printed prior to specified due date. Students should plan accordingly.

5. While you may discuss with others how to approach the assignments, the work you submit must be your own. Refer to the document entitled "Students Rights and Responsibilities" for policy regarding copying and plagiarism.
6. MISSED TERM TESTS: Tests must be written during the scheduled test time. To reflect established practice in the workplace and demonstrate responsibility, students are required to contact their professor within 24 hours of the test if unable to be in attendance for a test. Email messages are acceptable form of contact. A failure to comply will result in a mark of zero for that test. Given compliance, the weighting of a missed test will be applied to the final comprehensive test. No more than one missed test may occur in the course. After one missed test, all further missed tests will be assigned a grade of zero.
7. MISSED FINAL COMPREHENSIVE TEST: Final evaluations must be completed at their scheduled time or submitted on their due date. If students are unable to comply with that date, they must contact their professors within 24 hours of the date. Email messages are an acceptable form of contact. A failure to comply will result in a mark of zero for the final evaluation. Given compliance, the student will be permitted to complete the evaluation at a later date. Students will work directly with their faculty to arrange a suitable time/date.

## Required Text(s) and Supplies:

1. Larson, Fundamental Accounting Principles Volume 1 (print text) with Connect, 15th edition. ISBN#9781259259807  
OR  
Larson, Fundamental Accounting Principles Volume 1 (Digital only EBOOK) with Connect, 15th edition. ISBN# 9781259105739
2. Accounting I Coursepack Working Papers ISBN# 88880046459. (recommended)  
(1. Students may use the printed version available at the Bookstore or  
2. Students may download electronic working papers in Excel from DC Connect).
3. CPA Canada Handbook - <https://edu-knotia-ca.dproxy.library.dc-uoit.ca/>

## Recommended Resources (purchase is optional):

1. 1. DC Connect
2. McGraw-Hill Connect at: [mcgrawhillconnect.ca](http://mcgrawhillconnect.ca) for additional study tools.
3. SALS Accounting I clinics: SALS will visit classrooms in the first couple of weeks
4. The College Peer Tutoring program matches students experiencing difficulties in accounting with upper year student tutors who have successfully completed these courses. All tutoring is subject to availability of tutors. Every effort is made to secure tutors, but you must apply early. The first date for tutorial services is around mid-September.

# Policies and Expectations for the Learning Environment:

## General Policies and Expectations:

General College policies related to	General policies related to
<ul style="list-style-type: none"><li>+ Acceptable Use of Information Technology</li><li>+ Academic Policies</li><li>+ Academic Honesty</li><li>+ Student Code of Conduct</li><li>+ Students' Rights and Responsibilities can be found on-line at <a href="http://www.durhamcollege.ca/academicpolicies">http://www.durhamcollege.ca/academicpolicies</a></li></ul>	<ul style="list-style-type: none"><li>+ attendance</li><li>+ absence related to tests or assignment due dates</li><li>+ excused absences</li><li>+ writing tests and assignments</li><li>+ classroom management can be found in the Program Guide (full time programs only) in MyCampus <a href="http://www.durhamcollege.ca/mycampus/">http://www.durhamcollege.ca/mycampus/</a></li></ul>

## Course Specific Policies and Expectations:

### MCGRAW HILL CONNECT LABS:

Connect assignments are automatically penalized 5% for each hour they are late.

### ATTENDANCE:

Classes will begin at ten minutes after the scheduled hour. Students are asked not to disrupt the class once it has started.

Each lesson builds on skills learned in the previous classes. Students missing a topic will be less able to complete subsequent assignments. If a student is absent, it is his/her responsibility to obtain handouts and material covered from other classmates. Success in accounting depends on regular attendance, class participation, completion of homework and assignments.

### DC CONNECT:

DC Connect will be used by the Professor to communicate with students. Emails to the professor should be sent through DC Connect or Outlook. Course materials and test dates will be communicated to students through DC Connect.

### IN-PROCESS ASSIGNMENTS/QUIZZES:

A minimum of 6 Assignments must be completed, with a minimum of 3 invigilated and done in class. The assignment with the lowest grade will be dropped.

## General Course Outline Notes:

1. Students should use the course outline as a learning tool to guide their achievement of the learning outcomes for this course. Specific questions should be directed to their individual professor.
2. The college considers the electronic communication methods (i.e. DC Mail or DC Connect) as the primary channel of communication. Students should check the sources regularly for current course information.
3. Professors are responsible for following this outline and facilitating the learning as detailed in this outline.
4. Course outlines should be retained for future needs (i.e. university credits, transfer of credits etc.)
5. A full description of the Academic Appeals Process can be found at <http://durhamcollege.ca/gradeappeal>.
6. Faculty are committed to ensuring accessible learning for all students. Students who would like assistance with academic access and accommodations in accordance with the Ontario Human Rights Code should register with the Access and Support Centre (ASC). ASC is located in room SW116, Oshawa Campus and in room 180 at the Whitby Campus. Contact ASC at 905-721-3123 for more information.
7. Durham College is committed to the fundamental values of preserving academic integrity. Durham College and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments could be subject to submission either by themselves or by the faculty member for a review of textual similarity to Turnitin.com. Further information about Turnitin can be found on the Turnitin.com Web site.



# Learning Plan

The Learning Plan is a planning guideline. Actual delivery of content may vary with circumstances.

Students will be notified in writing of changes that involve the addition or deletion of learning outcomes or evaluations, prior to changes being implemented, as specified in the Course Outline Policy and Procedure at Durham College.

Wk.	Hours:	3	Delivery:	In Class
1	<b>Course Learning Outcomes</b>			
	CLO1			
	<b>Essential Employability Skills</b>			
	EES3			
	<b>Intended Learning Objectives</b>			
	COURSE INTRODUCTION -Expectations for Class Learning Environment --Explanation of methods of evaluation including outline of McGraw Hill Connect assignments			
	ACCOUNTING IN BUSINESS - Identify and explain the content and reporting aims of financial statements - Identify, explain, and apply accounting principles - Explain and interpret the accounting equation - Analyze business transactions using the accounting equation - Prepare financial statements reflecting business transactions			
	<b>Intended Learning Activities</b>			
	Icebreaker - Introductions; DC Connect  -Discussion and development of class learning environment -Discussion of access code requirement and web access-Lecture, PowerPoint, DC Connect discussion -In class exercises and problems -Homework exercises and problems			
	<b>Resources and References</b>			
	Chapter 1			
	<b>Evaluation</b>			

Wk.	Hours: 3	Delivery: In Class
2	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO5	
	<b>Essential Employability Skills</b> EES3	
	<b>Intended Learning Objectives</b> ACCOUNTING IN BUSINESS - Identify and explain the content and reporting aims of financial statements - Identify, explain, and apply accounting principles - Explain and interpret the accounting equation - Analyze business transactions using the accounting equation - Prepare financial statements reflecting business transactions	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 1	
	<b>Evaluation</b>	

Wk.	Hours: 3	Delivery: In Class
3	<b>Course Learning Outcomes</b> CLO1, CLO2	
	<b>Essential Employability Skills</b> EES3	
	<b>Intended Learning Objectives</b> ANALYZING AND RECORDING TRANSACTIONS -Explain the accounting cycle -Describe an account, its uses, and its relationship to the ledger -Define debits and credits and their use in double-entry accounting - Describe a chart of accounts and its relationship to the ledger - Analyze the impact of transactions on accounts - Record transactions in a journal and post entries to a ledger - Prepare and explain the use of a trial balance	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 2	
	<b>Evaluation</b>	

Wk.	Hours: 3	Delivery: In Class
4	<b>Course Learning Outcomes</b> CLO1, CLO2	
	<b>Essential Employability Skills</b>	
	<b>Intended Learning Objectives</b> ANALYZING AND RECORDING TRANSACTIONS -Explain the accounting cycle -Describe an account, its uses, and its relationship to the ledger -Define debits and credits and their use in double-entry accounting - Describe a chart of accounts and its relationship to the ledger - Analyze the impact of transactions on accounts - Record transactions in a journal and post entries to a ledger - Prepare and explain the use of a trial balance	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 2	
	<b>Evaluation</b>	

Wk.	Hours: 3	Delivery: In Class
5	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO5	
	<b>Essential Employability Skills</b> EES3, EES4, EES10, EES11	
	<b>Intended Learning Objectives</b> ADJUSTING ACCOUNTS FOR FINANCIAL STATEMENTS -Describe the purpose of adjusting the accounts -Explain how the time period, matching and revenue recognition principles affect the adjusting process -Explain accrual accounting and cash accounting and how accrual basis accounting adds usefulness to the financial statements -Prepare and explain adjusting entries for prepaid expenses, depreciation and amortization, unearned revenues, accrued expenses, and accrued revenues -Explain how accounting adjustments link to the financial statements -Explain and prepare an adjusted trial balance -Prepare financial statements from an adjusted trial balance	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 3	
	<b>Evaluation</b>	

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
6	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO5	
	<b>Essential Employability Skills</b> EES3, EES4, EES10, EES11	
	<b>Intended Learning Objectives</b> ADJUSTING ACCOUNTS FOR FINANCIAL STATEMENTS -Describe the purpose of adjusting the accounts -Explain how the time period, matching and revenue recognition principles affect the adjusting process -Explain accrual accounting and cash accounting and how accrual basis accounting adds usefulness to the financial statements -Prepare and explain adjusting entries for prepaid expenses, depreciation and amortization, unearned revenues, accrued expenses, and accrued revenues -Explain how accounting adjustments link to the financial statements -Explain and prepare an adjusted trial balance -Prepare financial statements from an adjusted trial balance	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 3  Test 1 (Chapters 1,2, and Chapter 3 - Partial)	
	<b>Evaluation</b> Test 1 in a One Hour Block	<b>Weighting</b> 15

Wk.	Hours: 3	Delivery: In Class
7	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO5	
	<b>Essential Employability Skills</b> EES3, EES4, EES10, EES11	
	<b>Intended Learning Objectives</b> ADJUSTING ACCOUNTS FOR FINANCIAL STATEMENTS -Describe the purpose of adjusting the accounts -Explain how the time period, matching and revenue recognition principles affect the adjusting process -Explain accrual accounting and cash accounting and how accrual basis accounting adds usefulness to the financial statements -Prepare and explain adjusting entries for prepaid expenses, depreciation and amortization, unearned revenues, accrued expenses, and accrued revenues -Explain how accounting adjustments link to the financial statements -Explain and prepare an adjusted trial balance -Prepare financial statements from an adjusted trial balance	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 3	
	<b>Evaluation</b>	

Wk.	Hours: 3	Delivery: In Class
8	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3	
	<b>Essential Employability Skills</b> EES4	
	<b>Intended Learning Objectives</b> COMPLETING THE ACCOUNTING CYCLE AND CLASSIFYING ACCOUNTS - Describe the closing process and explain why temporary accounts are closed each period - Prepare closing entries - Explain and prepare a post-closing trial balance - Complete the steps in the accounting cycle - Explain and prepare a classified balance sheet - Calculate the current ratio and describe what it reveals about a company's financial condition	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 4	
	<b>Evaluation</b>	



Wk.	Hours: 3	Delivery: In Class
9	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3	
	<b>Essential Employability Skills</b> EES4	
	<b>Intended Learning Objectives</b> ACCOUNTING FOR MERCHANDISING ACTIVITIES -Describe both perpetual and periodic inventory systems -Analyze and record transactions for merchandise purchases and sales using a perpetual system. -Prepare adjustments for a merchandising company -Define, prepare, and use merchandising income statements -Prepare closing entries for a merchandising company -Explain and record HST	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 5	
	<b>Evaluation</b>	

Wk.	Hours: 3	Delivery: In Class
10	<b>Course Learning Outcomes</b> CLO1, CLO4	
	<b>Essential Employability Skills</b> EES3, EES4	
	<b>Intended Learning Objectives</b> ACCOUNTING FOR MERCHANDISING ACTIVITIES -Describe both perpetual and periodic inventory systems -Analyze and record transactions for merchandise purchases and sales using a perpetual system. -Prepare adjustments for a merchandising company -Define, prepare, and use merchandising income statements -Prepare closing entries for a merchandising company -Explain and record HST	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 5	
	<b>Evaluation</b>	

Wk.	Hours: 3	Delivery: In Class
11	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO8	
	<b>Essential Employability Skills</b> EES3, EES4	
	<b>Intended Learning Objectives</b> PAYROLL LIABILITIES -Identify the taxes and other items frequently withheld from employee's wages - Make the calculations necessary to prepare a Payroll Register and prepare the entries to record and pay payroll liabilities - Calculate the payroll costs levied on employers and prepare the entries to record the accrual and payment of these amounts - Calculate and record employee fringe benefit costs	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Appendix I	
	<b>Evaluation</b>	

<b>Wk.</b>	<b>Hours:</b> 3	<b>Delivery:</b> In Class
12	<b>Course Learning Outcomes</b> CLO1, CLO6, CLO7	
	<b>Essential Employability Skills</b> EES10	
	<b>Intended Learning Objectives</b> INTERNAL CONTROL AND CASH - Define and explain the purpose, and identify the principles of internal control in general and specific to cash - Define cash and explain how it is reported - Apply internal control to cash - Explain and record petty cash fund transactions - Explain and identify banking activities and the control features they provide - Prepare a bank reconciliation and journalize any resulting adjustment(s)	
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems	
	<b>Resources and References</b> Chapter 7 Test 2 (Chapters 3,4,5 and Appendix I)	
	<b>Evaluation</b> Test 2 in a One Hour Block	<b>Weighting</b> 20

<b>Wk.</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
13	<b>Course Learning Outcomes</b> CLO1, CLO6, CLO7			
	<b>Essential Employability Skills</b> EES10			
	<b>Intended Learning Objectives</b> INTERNAL CONTROL AND CASH - Define and explain the purpose, and identify the principles of internal control in general and specific to cash - Define cash and explain how it is reported - Apply internal control to cash - Explain and record petty cash fund transactions - Explain and identify banking activities and the control features they provide - Prepare a bank reconciliation and journalize any resulting adjustment(s)			
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems			
	<b>Resources and References</b> Chapter 7			
	<b>Evaluation</b>			
<b>Wk.</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
14	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8			
	<b>Essential Employability Skills</b> EES3, EES4, EES10, EES11			
	<b>Intended Learning Objectives</b> Comprehensive -all learning objectives			
	<b>Intended Learning Activities</b> -Lecture, PowerPoint, discussion -In class exercises and problems -Homework exercises and problems			
	<b>Resources and References</b> N/A			
	<b>Evaluation</b> Comprehensive Final Test in 2 Hour Block			<b>Weighting</b> 30