

Accounting 30S Course Outline
Instructor: Mrs. E. Brown
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1. Description: Accounting 30S focuses on the introductory topics covered in a University 100 level course as outlined in the Manitoba Curriculum.
2. Rationale: Accounting and bookkeeping have been and will continue to provide the most job prospects in business. Accountants demand high salaries and do much more than preparing financial documents. Much of their time is spent providing consulting services to businesses and individuals. Office Techs or bookkeepers also provide great career possibilities and only require a university degree. Finally, the ability to understand basic accounting will benefit you in your personal life as it will allow you to understand financial statements for investing and your tax return and how to increase it.
3. The SVRSS is proud to partner with Swan Valley Communities That Care to allow our accounting students time to practice the accounting skills they learn in class.
4. Goal: Students will gain a basic understanding of financial statements, posting to the general journal and ledger, the accounting cycle, Excel, payroll and adjusting entries.
5. Objectives: The course is broken down into 10 units. Each of these units has a general objective and several specific ones to accomplish it.
 1. The Balance Sheet (2 Weeks)
 - A) Your Financial Position
 - B) Business Transactions
 - C) Balance Sheet Accounts
 - D) Debit and Credit Theory
 2. The Income Statement (2 Weeks)
 - A) Preparing the Income Statement
 - B) Revenue and Expense Accounts
 3. The Journal and Ledger (2 Weeks)
 - A) The General Journal
 - B) Posting to the Ledger
 - C) Source Documents
 4. The Work Sheet and Classified Financial Statements(2 Weeks)

- A) Preparing the Worksheet
 - B) Classified Financial Statements
 - C) Statement of Owners Equity
- 5. The Accounting Cycle (2 Weeks)
 - A) Adjusting the Books
 - B) Adjusting and Closing Entries
- 6. Cash Control and Banking(1 Week)
 - A) Cash Control Procedures
 - B) Checking Cash Records
- 7. Completing the Accounting Cycle for a Merchandising Company (2 Weeks)
 - A) Adjusting the Books
 - B) Adjustments and the Worksheet
 - C) Financial Statements
 - D) Closing the Books

The following are objectives in the Accounting 40S class. If time permits we will begin these sections:

- 8. Cash Flow Statements and Budgets (1 Week)
 - A) Cash Flow Statement
 - B) Operating Activities
 - C) Preparing Budget Financial Statements
 - 9. Introduction to Financial Analysis(2 Weeks)
 - A) Interpreting Financial Data
 - B) Additional Methods of Analyzing Data
 - 10. Payroll Accounting (2 Weeks)
 - A) Paying Employees
 - B) Payroll Records and Journal Entries
6. Delivery Methods: The course includes lectures, films, case studies, discussions, debates, packages and simulations. Due to class size in the Spring 2021 semester, classes will be presented Tuesday and Thursday each week, and students are expected to attend in class or online those days. Monday, Wednesday and Fridays will be work/assessment days, and students do not need to check in if working from home on those days.

7. Evaluation: The course will use a variety of methods to determine the final grade of a student. Assessments will be formative and summative. Assignments are given for the purpose of improvement and to determine if student learning has occurred. An exemption to the exam in this class can be earned with an 85% or higher grade, and a total of less than 5 truant for the semester.

8.	<u>Criteria</u>	<u>Marks Available</u>
	A. Unit Tests	30
	B. Projects.....	30
	C. Assignments.....	10
	D. Exam.....	30
	Total	100

9. Class Expectations: You are expected to treat your classmates and your instructor professionally at all times, both inside the classroom and outside it. Your instructor is expected to do the same. A student who demonstrates a high level of professional in-class behaviour does the following:

- **Arrives on time for class** (does not leave during class for water/snacks, pack up and/or leave early)
- **Listens** – alert, eyes on the speaker, nonverbal signs of attention demonstrated (does not watch the clock, use cell phones and laptop computers, read non-class material, chat with neighbours, etc.)
- **Volunteers** – contributes to discussions without being asked
- **Speaks to the issue being discussed**
- **Participates in classroom activities** with energy and evident enthusiasm

Supplies for Class

1. Binder with loose-leaf or notebook
2. Pen/Pencil
3. Personal Calculator or Device