



Grande Prairie Regional College

School of Business

Department: Business Administration and Commerce

COURSE OUTLINE – FALL 2008

BA 1110 3 (3-0-2) UT Introduction to Accounting

Instructor	Jenny Head	Phone	539-2857 (Office)
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Office Hours	Tuesday and Thursday 9:00 to 10:30am or by appointment.		

Prerequisite(s)/corequisite(s):

None

Required Text/Resource Materials:

Horngrén, C.; Harrison, W.; Lemon, W.M.; Norwood, P.; Johnston, J., **Accounting, Volume One**, Second MacEwan Custom Edition, Pearson Custom Publishing, 2007. This text includes the **MyAccountingLab** online learning system. **The text and MyAccountingLab will be used extensively.**

Credit/Contact Hours:

This is a 3 credit course with 3 lecture and 2 lab hours per week.

Transferability:

C.G.A., C.M.A., U of L, A.U., U of C, Thompson Rivers' University, Royal Roads University, Lakeland College and Okanagan College. Note that, in many cases, BA1110 and BA1120 **together** are required for transferability. Students can also refer to the Alberta Transfer Guide at <http://www.acat.gov.ab.ca> for a list of institutions. Students are however *strongly*

advised to check with the receiving institution for more details and to ensure transferability.

Delivery Mode(s):

For each topic listed, there will be a classroom lecture/discussion and a demonstration of related accounting procedures. I will assign relevant textbook readings and problems and test your knowledge, understanding and application of the material. Chapter quizzes will be given using *MyAccountingLab*, a program students can access from college computers or your home computer if you have internet connection.

Regular classroom attendance is expected. Please do not be late. You should study each assigned reading both before and after it is discussed in class and apply your understanding by completing the textbook problems and *MyAccountingLab* quizzes.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings and problems.

Blackboard:

Blackboard is a Learning Management System used to help improve communications between the student and instructor. Important dates, announcements and grades will be posted on Blackboard. The grades posted on Blackboard are not final, check your GPRC account for your final term grade.

Description:

This course provides an introduction to accounting procedures and financial statements, and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

Objectives:

Upon completion of this course the student will be able to:

- Describe the three forms of business organization.
- Identify and apply basic generally accepted accounting principles.
- Analyze transactions, journalize and post entries to a ledger.
- Prepare and explain the use of a trial balance.
- Prepare adjusting entries for prepaid expenses, amortization, unearned revenues, accrued expenses, and accrued revenues.
- Describe and prepare a worksheet and explain its usefulness.

- Prepare financial statements from an adjusted trial balance.
- Prepare and post closing entries and a post-closing trial balance.
- Analyze and record transactions for a merchandising company.
- Compute ending inventory and cost of goods sold for both the periodic and perpetual inventory systems.
- Apply the gross profit method to estimate inventory.
- Prepare a bank reconciliation and journalize resulting adjustments.
- Record petty cash transactions.
- Apply the allowance and direct write-off methods to account for accounts receivable.
- Prepare entries for short-term notes receivable and compute and interest.
- Make calculations necessary to prepare a Payroll Register and prepare entries to record and pay payroll. Calculate payroll costs levied on employers and prepare the entries to record the accrual and payment of these amounts.

Assignment, Quiz, Test and Exam Policies:

- Assignments will be handed in at the beginning of class on the due date. The penalty for late submission will be 10% per day.
- Quizzes will be given throughout the year. It is anticipated that there will be 5 quizzes. Most, if not all, of the quizzes will be delivered on-line.
- Calculators and approved translation devices are the only electronic devices allowed during quizzes, tests or examinations.
- Major tests are tentatively scheduled for October 10, 2008 and November 7, 2008.
- Final examinations will be written in the gym and scheduled by the Registrar during the period December 10 - 19, 2008. DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.

Participation:

Each student is expected to come to class having read the material and completed some of the assignments. Marks will be based on the contribution made to the class by the student; note that both quantity and quality of the contribution will be assessed.

Statement on Plagiarism:

Plagiarism will not be tolerated and, as such, any submitted work may be investigated for this possibility. Please ensure you read and understand the College's policy on plagiarism as published in the 2008/2009 Calendar. If you have questions on whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment.

Grading Criteria:

Participation	5%
Assignments	20%
Quizzes	10%
Term Test 1	15%
Term Test 2	15%
Final Examination	35%
Total	100%

Grades will be assigned on a Letter Grading System using the following chart:

Grading Conversion Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A+	4	94 – 100	EXCELLENT
A	4	90 – 93	
A-	3.7	85 – 89	FIRST CLASS STANDING
B+	3.3	80 – 84	
B	3	76 – 79	GOOD
B-	2.7	72 – 75	
C+	2.3	68 – 71	SATISFACTORY
C	2	64 – 67	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Course Schedule/Timeline:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
September 1	General Introduction Accounting and the Business Environment	Chapter 1
September 8	Accounting and the Business Environment	Chapter 1
September 15	Recording Business Transactions	Chapter 2
September 22	Measuring Business Income: The Adjusting Process	Chapter 3
September 29	Completing the Accounting Cycle	Chapter 4
October 6	Completing the Accounting Cycle TERM TEST #1 (Oct 10)	Chapter 4 Chapters 1 – 4
October 13	Thanksgiving (Oct 13) Merchandising Operations and the Accounting Cycle	Chapter 5
October 20	Accounting for Merchandise Inventory	Chapter 6
October 27	Internal Control and Cash	Chapter 8
November 3	Internal Control and Cash TERM TEST #2 (Nov 7)	Chapter 8 Chapters 5, 6 and 8
November 10	Fall Break (Nov 10) Remembrance Day (Nov 11) Receivables	Chapter 9
November 17	Receivables	Chapter 9

November 24

Current Liabilities and Payroll

Chapter 11

December 10-19

FINAL EXAM (DATE TBA)

COMPREHENSIVE Final
Exam will include all chapters
covered.

(Dates are approximate and may vary slightly at the discretion of the instructor.)