



Grande Prairie Regional College

School of Business

Department: Business Administration and Commerce

Course Outline

BA 1110 E2 (3-0-2) UT 75 Hours

Introduction to Accounting

Fall 2006

Instructor:	Ken Riley	Phone: 539-2017
	Office: C307	E-mail: kriley@gprc.ab.ca
	Office hours:	Monday & Thursday 1:00 – 2:30pm or by appointment
Time and Place:	Monday & Wednesday:	18:00 – 20:30PM B208
Prerequisites:	None. Introductory Accounting requires knowledge of and competence in basic arithmetic skills.	
Transfers To:	U of C BA 1110 and BA 1120 together are transferable to U of A, AU (2+1), AU (2+2), U of L (2+2). Students are advised to refer to the ACAT Transfer Guide for more complete details: www.acat.gov.ab.ca . Also Thompson Rivers' University, Royal Roads University, Lakeland College and Okanagan College as part of block transfer programs. C.G.A., C.M.A.	
Delivery:	Lecture and Lab	

The course will be offered as three hours instruction and two hours tutorial per week for a total of five hours per week. The allocation of instructional time and lab time will be at the discretion of the instructor.

Regular classroom attendance is expected. Please do not be late. Assigned reading materials should be studied both before and after it is discussed in class. Your understanding should be applied by performing the assigned homework problems. Ask questions in class, especially about any topics where you are confused or uncertain. The Instructor will be available during office hours to assist students further.

This course requires considerable time and effort on the part of students, so the adoption and adherence to effective learning habits is essential. It is difficult to catch up once a student falls behind in readings and problems.

Course Materials:

Larson, Jensen. FUNDAMENTAL ACCOUNTING PRINCIPLES, *11th* Canadian Edition, Volume 1; McGraw – Hill, 2005.

Course Description:

This course, in conjunction with BA 1120, 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.

Course Objectives:

The learning objectives for this course are:

- ❑ To develop an ability to analyze and record economic transactions in basic accounting format.
- ❑ To acquaint the student with the accounting process, its terminology, and the information that it generates.
- ❑ To introduce generally accepted accounting principles, standards and problems of valuation, income measurement and disclosure in financial statements.

For each topic listed below, there will be a classroom lecture/discussion and a demonstration of related accounting procedures. Relevant textbook readings, exercises and problems will be assigned. Quizzes may be administered on each chapter. Your knowledge, understanding and application of the material will be tested in three written examinations.

Evaluation:

The grading system employed in this course will be:

Participation	5%
Assignments, quizzes	20%
Mid-Terms (2)	40%
Final Exam	<u>35%</u>
	<u>100%</u>

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.

Assignments, quizzes

A number of assignments and quizzes will be assigned during the year. They will due at the beginning of class on the due date. Late assignments will be accepted but with a penalty applied. After an assignment has been returned to the class, an assignment will not be accepted. Quizzes will be given throughout the year. The instructor will strive to give at one week's notice of these quizzes.

Midterm Examinations:

Midterm examinations are scheduled for the weeks of Oct. 9th and Nov. 13th.

Final Examination:

A final examination will be held with time and place to be announced.

The grading conversion chart is as follows:

**Business Administration and Commerce Department
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

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 2006/2007 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.

COURSE TIMELINES:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
September 11	Accounting: The key to success	Chapters 1 & 2
September 18	Financial statements and accounting transactions	Chapters 2 & 3
September 25	Analyzing and recording transactions	Chapters 3 & 4
October 2	Adjusting accounts for financial statements	Chapters 4 & 5
October 9	Completing the accounting cycle and classifying accounts	Chapter 5
	TERM TEST #1	Chapters 1 – 5
October 16	Accounting for merchandising activities	Chapter 6
October 23	Merchandise inventory and cost of goods sold	Chapter 7
October 30	Accounting information systems	Chapter 8
November 6	Internal control and cash	Chapter 9
November 13	TERM TEST #2	Chapters 6 – 9
November 20	Receivables	Chapter 10
November 27	Payroll Liabilities	Chapter 11
December 4	REVIEW	

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