

**GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE
FALL 1999**

BA 1110 - INTRODUCTION TO ACCOUNTING

INSTRUCTOR:	Doug Frattini	Ewart Archer
OFFICE:	C201	C408
OFFICE HOURS:	Tuesday - Thursday 8:30 a.m. - 10:00 a.m. or by appointment	Monday - Wednesday 10:30a.m. - Noon or by appointment
TELEPHONE:	539-2889 (Office) 539-7465 (Home)	539-2002 (Office) 513-0625 (Home)

MATERIALS 1. Accounting Principles, Canadian Edition; Weygant, Kieso, Trenholm. Text will be used extensively.

TRANSFERABILITY: NONE

PREREQUISITE: None.

**INSTRUCTIONAL
APPROACH:**

For each topic listed on the attached outline, there will be a classroom lecture/discussion and a demonstration of related accounting procedures. I will assign relevant textbook readings and problems, administer weekly quizzes, review key topic points prior to exam dates, and test your knowledge, understanding and application of the material in three written examinations.

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; apply your understanding by working the required homework problems; ask questions in class (especially if you are confused about any aspect of the

subject being covered); request additional sessions with your instructor during his posted office hours to clear up any misunderstandings or uncertainties about material completed in class; and demonstrate your mastery of the subject matter on the examinations.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. Plan your schedule accordingly. Do not fall behind in the assigned readings and problems because it is usually difficult to catch up.

COURSE DESCRIPTION:

This course is an introduction to accounting procedures 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:

To develop an ability to analyse 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 standards and problems of valuation, income measurement and disclosure in financial statements.

GRADING:

Attendance, Participation	5%
Hand In Assignments & Quizzes	20%
Major Test I	20%
Major Test II	20%
Final Exam	<u>35%</u>
	<u>100%</u>

Grande Prairie Regional College uses the following none-point grading scale:

90 - 100%	9
80 - 89	8
72 - 79	7
65 - 71	6
57 - 64	5
50 - 56	4
45 - 49	3
26 - 44	2
0 - 25	1

COURSE CONTENT: Text Chapters 1 through 10. Problems and cases from the text and related materials to be distributed during the term.

An understanding of the accounting process within organizations is integral to a well-rounded program of business studies. This understanding will be useful, as confirmed by the business community, in any career option that the student chooses and serves as an academic base for further studies in accounting.

Students are encouraged to discuss this course with the instructor at any time.

<u>TOPIC</u>	<u>TENTATIVE TIME ALLOTMENT</u>	<u>TEXT CHAPTERS</u>
Introduction to Accounting Concepts	One (1) week	1
Processing Accounting Data	Six (6) weeks	2,3,4,5,6
Accounting For Assets	Six (6) weeks	7,8,9,10
Review	One (1) week	

- POLICIES:**
- 1) Assignments will be due at the beginning of class on the due date.
 - 2) Quizzes and exams must be written at the assigned times.
 - 3) Final examinations will be scheduled by the Registrar during the period Monday, December 13, 1999 to Tuesday, December 21, 1999. **DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.**

CHAPTER 1

What is Accounting
Building Blocks of Accounting

CHAPTER 2

The Account Recording Process

CHAPTER 3

Adjusting accounts
Preparing a Trial Balance
Preparing Financial Statements
Accrual Accounting
Additional adjustment relationships

CHAPTER 4

Using a worksheet
Closing, reversing and correcting entries
Classified financial statements

MAJOR TEST I

CHAPTER 5

Measuring Net Income
Calculating Cost of Goods Sold
Preparing the Income Statements for a merchandising operation

CHAPTER 6

A survey of manual and electronic accounting systems

CHAPTER 7

Control of cash
Preparation of a bank reconciliation
Use of petty cash

MAJOR TEST II

CHAPTER 8

Valuing Accounts Receivable
Notes Receivable

CHAPTER 9

Inventory cost flows: Alternatives/Assumptions
Inventory errors and their impact

CHAPTER 10

Tangible and intangible Capital
Assets
Amortization methods

FINAL EXAMINATION