

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

WINTER 1998/1999

BA 1110 – INTRODUCTION TO ACCOUNTING

CREDITS:	3	HOURS PER WEEK: 3 LECTURE/2 LAB
PREREQUISITE:	Math 20, Math 30, Math 33 or equivalent	
TRANSFERABILITY:	In conjunction with BA1120 this course is transferable towards first year college/university accounting	
INSTRUCTOR:	Kamelia Djonova	
OFFICE:	C 301	
TELEPHONE:	538-4363 (a.m. only) 539-0224 (home: any time p.m.)	
E-MAIL:	studio29@telusplanet.net	
OFFICE HOURS:	Mondays 4:30-5:30 p.m.; Thursdays 1:30-2:30 p.m. or by appointment. Students are encouraged to contact the instructor at any time	
MATERIALS:	<u>Fundamental Accounting Principles</u> , Eighth Canadian Edition; Larson, Miller, Zin, & Nelson; Irwin Publishing Co. Volume 1. Text will be used as core material.	
COURSE DESCRIPTION:	This course is 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 analyze and record economic transactions in basic accounting format. To acquaint the student with the accounting terminology, the accounting cycle, and the information generated via the accounting process. To introduce principles and standards accepted by the accounting profession in measuring economic activity and disclosing financial position in financial statements.	

GRADING:	4 assignments (5% each)	20%
	Test 1	20%
	Test 2	20%
	Final exam	<u>40%</u>
		100%

ASSIGNMENT POLICY: Assignments are due at the beginning of class on the due date. In the case of extenuating circumstances, deadlines would be extended for up to three days at the instructor's discretion. Unjustified delays in handing in of assignments will result in 5% decrease of marks per working day.

ATTENDANCE POLICY: Students are expected to attend all classes and labs on a regular basis.

COURSE CONTENT:

<u>TOPIC</u>	<u>TENTATIVE TIME ALLOTMENT</u>	<u>CHAPTERS</u>
Accounting Concepts	One week	1
Processing Accounting Data	Six weeks	2,3,4,5,6
Accounting for Assets	Four weeks	7,8,9
Payroll	Two weeks	10
Review	One week	

CHAPTER 1

Accounting: The Language of Business

What is Accounting?

Financial Statements: the starting point in the study of accounting.

Forms of business organization

Use of financial statements by outsiders.

Generally accepted accounting principles

The accounting equation

CHAPTER 2

The Accounting Process

Double Entry Accounting

The Ledger and Charts of Account

The Accounting Cycle

CHAPTER 3

Measuring business income

Adjusting entries for a variety of expenses and revenues

Trial Balance

Financial statements

CHAPTER 4

Completion of the accounting cycle

Closing entries

The work sheet

CHAPTER 5

Accounting for a merchandising concern

Revenue

Inventory

Cost of goods sold

MAJOR TEST I

CHAPTER 6

Selected topics
Computer package

CHAPTER 7

The control of cash transactions
Bank chequing (current) accounts
Bank reconciliations

CHAPTER 8

Temporary Investments
Accounts receivable
Bad debts

MAJOR TEST II

CHAPTER 9

Inventories - valuation
Inventory methods and systems

CHAPTER 10

Payroll - Journal Entries
- Recording
- Presentation