

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

WINTER 2000/2001

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 213	
TELEPHONE:	539-2971	
E-MAIL:	djonova@gprc.ab.ca	
OFFICE HOURS:	Tue/Thurs. 1:00 – 3:00 p.m. or by appointment. Students are encouraged to contact the instructor at any time	
MATERIALS:	1. <u>Accounting Principles</u> , Canadian Edition; Weygant, Kieso, Trenholm. Text will be used extensively.	
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:	2 assignments (5% each)	10%
	2 Quizzes (5% each)	10%
	Test 1	20%
	Test 2	20%
	Final exam	40%
		100%

Grande Prairie Regional College uses the following nine-point grading scale:

90 – 100%	9	50 – 56	4
80 – 89	8	45 – 49	3
72 – 79	7	26 – 44	2
65 – 71	6	0 – 25	1
57 – 64	5	The lowest passing grade is 4.	

**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.

**QUIZZES AND
EXAMINATION
POLICY:**

Quizzes and exams must be written at the assigned times. Notice must be given to the instructor if extenuating circumstances exist. Re-writes of exams will not be allowed. The final exam must be written on the date scheduled by the Registrar.

COURSE CONTENT:

Text chapters 1 through 10. Problems and cases from the text and related materials to be distributed during the term.

<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	Six weeks	7,8,9,10
Review	One week	

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 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 and Assumptions
Inventory Errors and their Impact

Chapter 10 Tangible and Intangible Capital Assets
Amortization Methods