

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE
FALL 1992

BA 1110 - INTRODUCTION TO ACCOUNTING

INSTRUCTOR: Ken Laninga

INSTRUCTION HOURS: BA 1110C2
Class Tuesdays and Thursdays
9:30 a.m.-10:50 a.m., Room A213
Lab on Monday
15:00 p.m. - 16:50 p.m., Room B208

OFFICE: C306

OFFICE HOURS: By appointment

TELEPHONE: 539-2089 (Office)
539-3869 (Home)

MATERIALS REQUIRED: Accounting: The Basis for Business Decisions, Sixth Canadian Edition, W.B. Meigs, R.F. Meigs, W.P. Lam; McGraw-Hill Ryerson Limited.

Software: CYMA GL Package and Lotus Connection included with text.
Calculator.

MATERIALS RECOMMENDED: Accounting Worksheets Group A, Chapters 1-15 to accompany text.
Study Guide to accompany text.

PREREQUISITE: None.

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 process, its terminology, and the information that it generates.

To introduce standards and problems of valuation, income measurement and disclosure in financial statements.

GRADING:	FINAL EXAM	39%
	MID TERM	30%
	TERM WORK HAND IN ASSIGNMENTS	20%
	CLASS WORK (SHORT QUIZZES, CLASS PROJECTS, CLASS PARTICIPATION)	<u>11%</u>
		100%

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

The laboratory session will be used for problem-solving and case analysis. Issues of common interest will be further explored in this time slot.

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>TIME ALLOTMENT</u>	<u>TEXT CHAPTERS</u>
Introduction	1 week	1
Financial Statements	4 weeks	1, 2, 3
Adjusting Entries	1.5 weeks	4
Cost of Goods Sold	1 week	5
Internal Control/ Cash Management	1 week	5, 7
Current Assets	3 weeks	8, 9
Fixed Assets	1.5 weeks	10
Review	1 week	

ASSIGNMENT POLICY: Assignments will be due at the beginning of class on the due date. Late assignments will be penalized 25% per day.

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

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.

CHAPTER 2

Recording changes in financial position

The ledger

The journal

The trial balance

The accounting cycle: an introduction

CHAPTER 3

Measuring business income

Adjusting entry for depreciation expense

Financial statements

Closing the accounts

CHAPTER 4

Completion of the accounting cycle

Adjusting entries: a closer look

The work sheet

CHAPTER 5

Merchandising companies

CHAPTER 6

The System: internal costs

Computer - based accounting systems

CHAPTER 7

The control of cash transactions
Bank chequing (current) accounts

CHAPTER 8

Accounts receivable and Notes receivable

CHAPTER 9

Inventories

CHAPTER 10

Plant and equipment and depreciation
Disposal of plant and equipment
Natural resources
Intangible assets