

GRANDE PRAIRIE REGIONAL COLLEGE  
BUSINESS ADMINISTRATION  
COURSE OUTLINE  
FALL 1993  
GRANDE CACHE

BA 1110 - INTRODUCTION TO ACCOUNTING

**INSTRUCTOR:** Ken Laninga

**TELEPHONE:** 532-3077

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

"G.P. Quality Parts" computer exercise

Extra diskettes (2-3)  
Stapler  
Calculator

**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.

<b>GRADING:</b>	FINAL EXAM	39%
	MID TERM	30%
	TERM WORK HAND IN ASSIGNMENTS	<u>26%</u>
		100%

**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. The computer, as the indispensable tool of the accountant, will be introduced.

Students are encouraged to discuss this course with the instructor at any time. In this course, everything you learn "builds on" what has gone before. If you get behind, you are probably not going to be able to catch up. There is a great deal of material in this course.

<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 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