



Grande Prairie Regional College

School of Business

Department: Business Administration and Commerce

Course Outline

BA 1110 A2 (3-0-2) UT 75 Hours

Introduction to Accounting

Fall 2007

Instructor:	Ken Riley	Phone: 539-2017
	Office: C307	E-mail: kriley@gprc.ab.ca
	Office hours:	Monday & Thursday 1:00 – 2:30pm or by appointment
Time and Place:	Monday & Wednesday:	08:30 – 09:50 AM B206
	Friday:	08:30 – 10:20 AM B202
Prerequisites:	None. Introductory Accounting requires knowledge of and competence in basic arithmetic skills.	
Transfers To:	U of C BA 1110 and BA 1120 together are transferable to U of A, AU (2+1), AU (2+2), U of L (2+2). Students are advised to refer to the ACAT Transfer Guide for more complete details: www.acat.gov.ab.ca . Also Thompson Rivers' University, Royal Roads University, Lakeland College and Okanagan College as part of block transfer programs. C.G.A., C.M.A.	
Delivery:	3 hours Lecture and 2 hours Lab	

The course will be offered as three hours instruction and two hours tutorial per week for a total of five hours per week. The allocation of instructional time and lab time will be at the discretion of the instructor.

Regular classroom attendance is expected. Please do not be late. Assigned reading materials should be studied both before and after it is discussed in class. Your understanding should be applied by performing the assigned homework problems. Ask

questions in class, especially about any topics where you are confused or uncertain. The Instructor will be available during office hours to assist students further.

This course requires considerable time and effort on the part of students, so the adoption and adherence to effective learning habits is essential. It is difficult to catch up once a student falls behind in readings and problems.

Course Materials:

Horngren, Harrison, Lemon, Norwood, Johnston. ACCOUNTING Volume 1, *7th* Canadian Edition; McGraw – Hill, 2007.

Course Description:

This course, in conjunction with BA 1120, provides an **introduction** to accounting procedures and financial statements, 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:

The learning objectives for this course are:

- ❑ 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 generally accepted accounting principles, standards and problems of valuation, income measurement and disclosure in financial statements.

For each topic listed below, there will be a classroom lecture/discussion and a demonstration of related accounting procedures. Relevant textbook readings, exercises, quizzes and problems will be assigned. Your knowledge, understanding and application of the material will be tested in three written examinations. The class will use an on-line learning system (MyAccountingLab) in a significant way and thus students will need to get familiar with it as quickly as possible.

Evaluation:

The grading system employed in this course will be:

Participation	5%
Assignments	10%
Quizzes	20%
Mid-Terms (2)	30%
Final Exam	<u>35%</u>
	<u>100%</u>

Participation:

Each student is expected to come to class having read the material and completed some of the assignments. Marks will be based on the contribution made to the class by the student; note that both quantity and quality of the contribution will be assessed.

Assignments

A number of assignments will be given during the year of which most will be delivered on-line. Due dates will be assigned and must be completed before that date and time.

Quizzes

Quizzes will be given throughout the year. The instructor will strive to give at least one week's notice of these quizzes but it is anticipated that there will be a quiz for each chapter. Most, if not all, of the quizzes will be delivered on-line.

Midterm Examinations:

Midterm examinations are scheduled for Oct. 12th and Nov. 9th.

Final Examination:

A final examination will be held with time and place to be announced and will be scheduled by the Registrar's office between December 10th and 19th. PLEASE DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.

The grading conversion chart is as follows:

**Department of Business
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	94 – 100	EXCELLENT
A	4	90 – 93	
A⁻	3.7	85 – 89	FIRST CLASS STANDING
B⁺	3.3	80 – 84	
B	3	76 – 79	GOOD
B⁻	2.7	72 – 75	
C⁺	2.3	68 – 71	SATISFACTORY
C	2	64 – 67	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Plagiarism:

Plagiarism will not be tolerated and, as such, any submitted work may be investigated for this possibility. Please ensure you read and understand the College's policy on plagiarism as published in the 2007/2008 Calendar. If you have questions on whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment.

COURSE TIMELINES:

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
September 3	General Introduction	
September 10	Accounting and the Business Environment	Chapter 1
September 17	Recording Business Transactions	Chapter 2
September 24	Measuring Business Income: The Adjusting Process	Chapter 3
October 1	Completing the Accounting Cycle	Chapter 4
October 8	REVIEW	
October 12	TERM TEST #1	Chapters 1 – 4
October 15	Merchandising Operations and the Accounting Cycle	Chapter 5
October 22	Accounting for Merchandise Inventory	Chapter 6
October 29	Internal Control and Cash	Chapter 8
November 5	REVIEW	
November 9	TERM TEST #2	Chapters 5, 6, 8
November 12	Receivables	Chapter 9
November 19	Capital Assets and Intangibles	Chapter 10
November 26	Current Liabilities and Payroll	Chapter 11
December 3	REVIEW	

(Dates are approximate and may vary slightly at the discretion of the instructor.)