

GRANDE PRAIRIE REGIONAL COLLEGE  
BUSINESS ADMINISTRATION - FAST TRACK PROGRAM  
COURSE OUTLINE  
WINTER 1998

**BA 1110 - INTRODUCTION TO ACCOUNTING**

*Fast-Track*

**INSTRUCTOR:** Lynn Lovrod

**OFFICE:** C301

**OFFICE HOURS:** Wednesday 10:00 - 11:30 or by appointment

**TELEPHONE:** Office: 539-2971  
Home: 538-4154

**MATERIALS:** Fundamental Accounting Principles, Eighth Canadian Edition, Larson, Miller, Zin, & Nelson; Irwin Publishing Co., Volume 1

**PREREQUISITE:** None

**COURSE DESCRIPTION:**

This course introduces accounting procedures and their underlying principles. The development of accounting information focuses on 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.

**COURSE CONTENT:**

Text Chapters 1 - 10.

**GRADING:**

Attendance, participation	5%
Assignments - 6 at 5% each	30%
Major Test #1	20%
Major Test #2	20%
Final Exam	<u>25%</u>
	<u>100%</u>

**ASSIGNMENT POLICY:**

Assignments will be due at the beginning of class on the due date.

**ATTENDANCE POLICY:**

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

**TENTATIVE TIME ALLOTMENT:**

Text Coverage	# of weeks	Assignments	Exams
Prologue, Chapter 1	1		
Chapters 2,3 & 4	5	#1, #2, & #3	Major Test #1
Chapters 5,6,7 & 8	5	#4 & #5	Major Test #2
Chapters 9 & 10	3	#6	Final exam

<b>PROLOGUE</b>	Accounting and its role Using accounting information
<b>CHAPTER 1</b>	Financial statements: the starting point in the study of accounting Generally accepted accounting principles Forms of business organization The accounting equation
<b>CHAPTER 2</b>	The accounting process The ledger and chart of accounts Double entry accounting The general journal The trial balance
<b>CHAPTER 3</b>	Accounting periods Accrual accounting Adjusting entries Financial statements
<b>CHAPTER 4</b>	The worksheet Closing entries The accounting cycle
<b>CHAPTER 5</b>	Accounting for a merchandising concern Revenue Inventory Cost of goods sold
<b>CHAPTER 6</b>	Selected topics
<b>CHAPTER 7</b>	The control of cash Petty cash Bank chequing accounts Bank reconciliations
<b>CHAPTER 8</b>	Temporary investments Accounts receivable Bad debts
<b>CHAPTER 9</b>	Merchandise costs Inventory valuation Inventory methods and systems
<b>CHAPTER 10</b>	Payroll journal entries Recording and presenting payroll