

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

**BA 1110 - INTRODUCTION TO ACCOUNTING**

<b>INSTRUCTOR:</b>	Don Brown	Peter McGowan
<b>OFFICE:</b>	C413	C211
<b>OFFICE HOURS:</b>	Tuesdays & Thursdays 9:30-12:00 noon	Mondays, Wednesdays & Fridays, 9:00-10:00 a.m.
<b>TELEPHONE:</b>	539-2007 (Office) 532-1119 (Home)	539-2983 (Office)
<b>MATERIALS REQUIRED:</b>	<u>Accounting: The Basis for Business Decisions</u> , Sixth Canadian Edition, W.B. Meigs, R.F. Meigs, W.P. Lam; McGraw-Hill Ryerson Limited.	
<b>PREREQUISITE:</b>	None.	
<b>COURSE DESCRIPTION:</b>	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.	
<b>COURSE OBJECTIVES:</b>	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>	Modual 1 Quiz (Ch. 1-5)	6%
	Modual 2 Quiz (Ch. 6-7)	6%
	Modual 3 Quiz (Ch. 8)	6%
	Modual 4 Quiz (Ch. 9)	6%
	Modual 5 Quiz (Ch. 10)	6%
	Computer Exercise	5%
	Hand-Ins	40%
	Final	<u>35%</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.

Students are encouraged to discuss this course with the instructor at any time.

<u>TOPIC</u>	<u>TENTATIVE TIME ALLOTMENT</u>	<u>TEXT CHAPTERS</u>
Financial Statements	3 weeks	1, 2, 3
Adjusting Entries	1.5 weeks	4
Cost of Goods Sold	1.5 weeks	5
Internal Control	.5 week	6
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

Selected topics only

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