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GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF BUSINESS ADMINISTRATION
SLAVE LAKE
COURSE OUTLINE

BA 1110 - INTRODUCTION TO ACCOUNTING

INSTRUCTOR: Scott Moffatt
Office: A141
Telephone: 849-8633 (work)

COURSE HOURS: Class - 8:30 - 10:00, Mondays and Wednesdays
Labs - 1:00 - 2:00, Mondays and Wednesdays

REQUIRED MATERIALS: Accounting: The Basis for Business Decisions,
Sixth Canadian Edition, W.B. Meigs, R.F. Meigs,
W.P. Lam; McGraw-Hill Ryerson Limited, 1991.

Software: Accounting/Lotus Connection Template,
(included with the text).

Calculator.

SUGGESTED MATERIALS: Study Guide to Accompany Financial Accounting,
W.B. Meigs, R.F. Meigs, M.A. Ferrara, W.P. Lam;
McGraw-Hill Ryerson Limited, 1991.

Accounting Worksheets Group A, Chapter 1-15.

PREREQUISITE: Nil.

COURSE DESCRIPTION: An 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 in a business environment. This course assumes no prior knowledge of accounting.

COURSE OBJECTIVES:

- 1) To develop an ability to record economic transactions in basic accounting format including the journal, the balance sheet, and the income statement.
- 2) To introduce accounting terminology so that the student can understand accounting issues and commentary.

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

GRADING:

Final Exam	39%
Mid Term Exam	26%
Weekly Assignments	25%
2 Quizzes	<u>10%</u>
	100%

The Final Exam will be comprehensive but will have a majority of its marks (approximately 2/3) based on material covered since the Mid Term Exam.

The Mid Term Exam will cover chapters 1 - 4 and will be held the week after the material in these chapters has been completed.

There will be 10 weekly assignments assigned to the students only 5 of which will actually be submitted for marking. Each of the 5 assignments will count for 5% of the total grade. Students will not be informed until class time whether or not a specific assignment will be submitted for marking. The assignment is due at the beginning of the class period. Late assignments will not be accepted.

There will be 2 surprise quizzes during the semester. They will be on the day an assignment is due and will be virtually identical to the assignment. The reason for having surprise quizzes on the assignment material is to verify that the students are actually learning the material rather than just copying the work of another student. If the assignment has been completed properly the quiz will present little or no challenge to the student.

Because the course builds upon earlier concepts in explaining more advanced ideas, it is **extremely important that students attend all classes and labs.**

COURSE CONTENT:

Chapter 1 - 5, 7 - 10 from the textbook. The following is an approximate outline for the coverage of topics during the semester. While we will stay as close as possible to this outline our actual timeline will depend on how quickly the students pick up the concepts and any specific areas of interest that may become apparent.

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<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
Mid Term Exam		
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	

Final Exam

GENERAL

Accounting is the language of business. A basic understanding of its principles and terminology is absolutely necessary to function in a business environment whether or not accounting is directly related to the position you may hold.

Students are encouraged to meet with the instructor for additional help with the course material or to discuss any related issues that may be of interest.

FALL 1992