



DEPARTMENT OF BUSINESS

COURSE OUTLINE – WINTER 2014

BA1110 INTRODUCTION TO ACCOUNTING – 3 (3-0-2) UT 75 HOURS

INSTRUCTOR: Doris Hoveland, CA **PHONE:** 780.539.2205
OFFICE: C406 **E-MAIL:** dhoveland@gprc.ab.ca

OFFICE HOURS: Tuesday & Thursday 11:30 AM - 1:00 PM or by appointment

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Larson, K.; Jensen, T., *Fundamental Accounting Principles, Volume 1*, Fourteenth Canadian Edition, McGraw-Hill Ryerson, 2013. This text includes the *Connect* online learning system.

The text will be used extensively. Students will require an appropriate approved calculator. The calculator function of a cell phone is NOT sufficient and students may use only approved calculators for examinations.

CALENDAR DESCRIPTION:

This course 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.

CREDIT/CONTACT HOURS:

This is a 3 credit course with 3 lecture and 2 lab hours per week.

DELIVERY MODE(S):

For each topic listed, there will be a classroom lecture/discussion and a demonstration of related accounting procedures. I will assign relevant textbook readings and problems and test your knowledge, understanding and application of the material. You may supplement your studying with *Connect*.

Moodle:

Moodle is a Learning Management System used to help improve communications between the student and instructor. Important information, announcements and grades will be posted on Moodle. The grades posted on Moodle are not final, check your GPRC account for your final term grade.

OBJECTIVES:

Upon completion of this course the student will be able to:

- Describe the three forms of business organization.
- Identify and apply basic generally accepted accounting principles.
- Analyze transactions, journalize and post entries to a ledger.
- Prepare and explain the use of a trial balance.
- Prepare adjusting entries for prepaid expenses, depreciation, unearned revenues, accrued expenses, and accrued revenues.
- Describe and prepare a worksheet and explain its usefulness.
- Prepare financial statements from an adjusted trial balance.
- Prepare and post closing entries and a post-closing trial balance.
- Analyze and record transactions for a merchandising company.
- Compute ending inventory and cost of goods sold for the perpetual inventory systems.
- Apply the gross profit method to estimate inventory.
- Prepare a bank reconciliation and journalize resulting adjustments.
- Record petty cash transactions.
- Apply the allowance and direct write-off methods to account for accounts receivable.
- Prepare entries for short-term notes receivable and compute and interest.
- Make calculations necessary to prepare a Payroll Register and prepare entries to record and pay payroll. Calculate payroll costs levied on employers and prepare the entries to record the accrual and payment of these amounts.

TRANSFERABILITY:

C.G.A., C.M.A., U of L, A.U., U of C, Thompson Rivers' University, Royal Roads University, Lakeland College and Okanagan College. Note that, in many cases, BA1110 and BA1120 **together** are required for transferability. Students can also refer to the Alberta Transfer Guide at <http://www.acat.gov.ab.ca> for a list of institutions. Students are however *strongly advised* to check with the receiving institution for more details and to ensure transferability. It is ultimately the student's responsibility to determine transferability.

GRADING CRITERIA:

Participation	5%
Assignments	15%
Quizzes	15%
Term Test 1	15%
Term Test 2	15%
Final Examination	<u>35%</u>
Total	<u>100%</u>

Grades will be assigned on a Letter Grading System using the following chart:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:

- Assignments must be submitted by the due date. Late assignments and missed tests will result in a grade of zero unless prior arrangements have been made with your instructor. **Note:** You should think of each assignment as a professional presentation that you would prepare for a client or your immediate supervisor. The evaluation will take into consideration the overall neatness of your work, correct spelling and grammar, the appropriate form for accounting statements, and effective communication of the required information.
- Quizzes will be given throughout the semester. It is anticipated that there will be three quizzes.
- Calculators and approved translation devices are the only electronic devices allowed during quizzes, tests or examinations. **Cell phone calculators and MP3 players may not be used in examinations.**
- Major tests are tentatively scheduled for Feb. 13, 2014 and Mar. 20, 2014. **Do not plan activities or trips outside of your college studies on these 2 days.**
- Final examinations will be written in the gym and scheduled by the Registrar during the exam period ending April 28, 2014. **Do not plan activities or trips outside of your college exams during this time period.**

STUDENT RESPONSIBILITIES:

Participation:

Each student is expected to come to class on time. Arriving late is disruptive to the entire class. The expectation for this course is that students have read the material and attempted the exercises and problems we will cover in class. Reading and practicing problems prepares you for classroom activities. Participation marks will be based on the contribution you make in class. Both quantity and quality of your contribution will be considered.

Time Management:

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. It is difficult to catch up once a student falls behind in readings and problems.

Cell Phones:

The use of cell phones during class time is unprofessional and distracting to the instructor and fellow students. Texting during class is therefore strictly prohibited. Cell phones must be either **turned off** or set to *silent* mode.

STATEMENT ON PLAGIARISM AND CHEATING:

Accounting in the real world is often performed in collaborative and team situations. Working in study groups is an efficient and effective way for students to learn, however each student must submit his/her own original work. 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 GPRC 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.

TENTATIVE COURSE SCHEDULE:

Week	Topic	Required Reading
January 7	Accounting in Business	Chapter 1
January 14	Analyzing and Recording Transactions	Chapter 2
January 21	Adjusting Accounts for Financial Statements	Chapter 3
January 28	Adjusting Accounts for Financial Statements	Chapter 3
February 4	Quiz #1 (Feb 4) Completing the Accounting Cycle and Classifying Accounts	Chapter 1-3 Chapter 4
February 11	Term Test #1 (Feb 13)	Chapter 1-4
February 17 – 21	Reading Week	
February 25	Accounting for Merchandising Activities	Chapter 5
March 4	Merchandise Inventory and Cost of Sales	Chapter 6
March 11	Quiz #2 (Mar 11) Internal Control and Cash	Chapter 5 & 6 Chapter 8
March 18	Term Test #2 (Mar 20)	Chapter 5, 6 & 8
March 25	Receivables	Chapter 9
April 1	Quiz #3 (Apr 1) Payroll Liabilities	Chapter 1 Appendix I
April 8	Review	
TBA	FINAL EXAM	All Chapters

(Dates may vary at the discretion of the instructor)