

GRANDE PRAIRIE REGIONAL COLLEGE
Department of Office Administration
Course Outline

CA 2061 - Business Operations: Accounts Payable 1(3 0 0) (12 Hours)

INSTRUCTOR: Evans Forsyth

OFFICE: C415

PHONE: 539-2009 (Office)
 532-1031 (Residence)

**MATERIALS
 REQUIRED:** None.

PREREQUISITE: None.

**COURSE
 DESCRIPTION:** Local business people will be invited to describe how they handle the following Accounts Payable topics: Negotiating with Suppliers, Purchasing Assets and Services, Purchasing Requisitions and Approvals, Receiving Purchases, Financing Options and Proposals, Justification of Purchases based on Amortization and Depreciation, Inventory Control, Job Costing, as well as other related topics.

EXPECTATIONS: This course is not designed for an in depth coverage of the traditional accounting skills (debits, credits, journal entries, etc.). It is designed to expose you to practical procedures, and "common sense" approaches to a variety of accounting oriented tasks.

Our guest speakers come from a diversity of backgrounds and orientations, but share one thing in common: their approach to business operations has led to success--they are among the most successful in their fields. This course may also give you an opportunity to learn something about appropriate workplace priorities, attitudes and ethics.

SPEAKERS: Bob McNeil, Purchasing Administrator, City of G. P.
 September 19: purchasing, negotiating with suppliers, requisitions, approvals, purchasing authority, quotes and tenders, etc.

Wayne Ketchum, Controller, Northern Metallic
Kevin Jones, Chief Buying Officer, Northern Metallic
 September 26: the physical side, inventory control, receiving, short shipments, damaged in transit, rotating stock, inventory methods, taking inventory, reordering points, working with suppliers, etc.

Ken Riley. Financial Manager(Controller), Weyerhaeuser
October 3: job costing, justification of purchases based on amortization, depreciation and operating costs, planning, budgeting cycle, total quality management, performance work systems, activity based costing, process re-engineering, etc.

Dean Ozanne. Senior Account Manager, Royal Bank
October 17: financing options, proposals and working with lending institutions.

**COURSE
OBJECTIVES:**

1. To familiarize learners with Accounts Payable issues and common practices that are in use.
2. To introduce learners to members of the business community, whether as guest lecturers or part-time students.

EVALUATION:

Although this is a non-traditional course, an attempt will be made to evaluate learning in a more traditional manner. Due to the subject matter, quizzes will primarily be composed of short answer questions.

Review Assignments 60%

Final Quiz 40% (Take home, after the last class.)

Fall 1994