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**GRANDE PRAIRIE REGIONAL COLLEGE**  
**Department of Office Administration**  
**Course Outline**

**CA 2062 - Business Operations: Accounts Receivable 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 Receivable topics: Contracts (enforceable and definitive), Bankruptcy, Types of Credit, Granting Credit, Borrowing against A/R, Using an Aged Analysis, Collection Methods and Techniques, When to Write Off and Account, Collecting Written Off Accounts, Using the Bank for Collections, Small Claims Court, 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:** **October 24:**  
Lyle Carlstrom Barrister  
Business Law --Contracts (enforceable and definitive)  
--P.O.s, are they contracts  
--Collections by lawyer  
--Bankruptcy

**October 31: (November 1)**

Videotape of a variety of topics:

- Types of Credit
- Credit Cards
- Financing Companies
- in-house

Karen Prokopowick    Owner, Superior Collections  
Granting Credit

Marie Hebert            Treasury Branch  
Borrowing against A/R

**November 7:**

Karen Prokopowick    Owner, Superior Collections  
Using an Aged Analysis  
Collection Methods and Techniques  
When to Write Off an Account  
Collecting Written Off Accounts.

**November 14:**

Speaker Name,    Position

Videotape:

Leaving Cheque with Bank for Collection

Clerk of the Court  
Small Claims Court

Other topics of interest.

**COURSE**

**OBJECTIVES:**

1. To familiarize learners with Accounts Receivable 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