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GRANDE PRAIRIE REGIONAL COLLEGE
Department of Office Administration
Course Outline

CA 2063 - Business Operations: Other Topics 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 business topics:

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: Detailed schedule not available: sample topics to be covered:

Cash-flow Projections, Presenting Information to Management, Confidentiality, Canadian Corporate Tax System, Working Papers, Government Forms, Filing Systems, Legal Forms of Business Organization, Writing Proposals, Starting Your Own Business, as well as other related topics.

**COURSE
OBJECTIVES:** 1. To familiarize learners with business 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