

GRANDE PRAIRIE REGIONAL COLLEGE
DEPARTMENT OF OFFICE ADMINISTRATION
COURSE OUTLINE

CA 2412 INTRODUCTORY ACCOUNTING II

INSTRUCTOR: Evans Forsyth, office C415, office phone 539-2009, residence phone 532-1031,

TEXT: Accounting The Basis for Business Decisions, Volume I; Meigs, Meigs, Lam.

Second Text: TBA

PREREQUISITE: CA 2411, other accounting course as approved by the Department, or Instructor's permission.

COURSE DESCRIPTION: This course continues to introduce key accounting principles and concepts, including but not restricted to capital assets and intangibles, payroll, Alberta labour standards, goods and services tax, job costing, cash-flow projections, Canadian corporate tax system, government forms, filing systems, legal forms of business organization (partnerships, corporations, etc.), writing proposals, confidentiality, and other related topics.

COURSE OBJECTIVES: The main objectives of this course are to continue to equip the learner with a basic understanding of accounting and business systems, as introduced in Introductory Accounting I, and to acquaint learners with various aspects of the business world so they will have a conceptual knowledge that will support their working in a computerized accounting environment.

Text problems, selected problems, cases and guest speakers will be used in this course.

GRADING:	Assignments	20%
	Tests	40%
	Final Exam	40%

Winter, 1996