

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2015

OA 1310 – BASIC BOOKKEEPING I – 3 (3-0-0) 45 HOURS

INSTRUCTOR: Judy Chin PHONE: 780.723.5206 OFFICE: West Yellowhead - E-MAIL: jchin@gprc.ab.ca Edson OFFICE HOURS: Tu/Th 11:30 to 12:50

DELIVERY MODE(S): Lecture/Lab

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

- Fundamental Accounting Principles, Fourteenth Canadian Edition, Volume 1, Larson and Jensen, McGraw Hill Ryerson.
- Calculator

CALENDAR DESCRIPTION: This course begins your career path as a professional bookkeeper and introduces you to basic bookkeeping principles, procedures and concepts as applied to a service business. The bookkeeping cycle, including journals, ledgers and preparation of financial statements is covered. The course will present accounting principles in a clear and comprehensive classroom and lab format. Realistic and practical applications ensure that the basics of financial bookkeeping are learned, rather than memorized.

LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- 1. Understand the accounting equation
- 2. Complete the accounting cycle analyze, journalize, post into ledger accounts, prepare Trial Balance, Income Statement and Balance Sheet.

3. Understand and interpret financial statements.

COURSE OBJECTIVES:

The main objective of this introductory course is to equip the student with a basic understanding of accounting systems and to acquaint them with various aspects of the business world so that they will be better prepared to work in an accounting environment.

COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	Topic	Required Reading
1 - 2	Accounting in Business	Chapter 1
3 - 5	Analyzing and Recording Transactions	Chapter 2
6 - 9	Adjusting Accounts for Financial	
	Statements	Chapter 3
10 - 12	Completing the Accounting Cycle and	
	Classifying Accounts	Chapter 4
13 – 14	Comprehensive Review and Serial Problems	

EVALUATIONS:

Assignments and Chapter Tests	40%
Midterm Exam	25%
Final Exam	35%

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE					
GRADING CONVERSION CHART					
Alpha Grade	4-point	Percentage	Designation		
	Equivalent	Guidelines	Designation		
A ⁺	4.0	90 - 100	EXCELLENT		
Α	4.0	85 – 89			
A⁻	3.7	80 - 84	FIRST CLASS STANDING		
B⁺	3.3	77 – 79			
В	3.0	73 – 76	GOOD		
B⁻	2.7	70 – 72	0000		
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		

STUDENT RESPONSIBILITIES:

Refer to the College Policy on Student Rights and Responsibilities at www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Student Misconduct: Academic and Non-Academic Policy at www.gprc.ab.ca/d/STUDENTMISCONDUCT

**Note: all Academic and Administrative policies are available at www.gprc.ab.ca/about/administration/policies/

UNIVERSITY TRANSFER (If applicable):

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

Please refer to the Alberta Transfer guide for current transfer agreements: <u>www.transferalberta.ca</u>