



Grande Prairie Regional College

Department of Office Administration

COURSE OUTLINE – WINTER 2010

OA 1320 3 (3-0-0) – Basic Bookkeeping II

Instructor Loren Jacula
Office C203
Office Hours M W F 10:00 - 11:30

Phone 780-539-2205
E-mail LJACULA@GPRC.AB.CA
Class T Th 8:30 – 9:50
Room A314

Prerequisite(s)/corequisite(s):

OA 1310 or consent of Instructor

Required Text/Resource Materials:

Fundamental Accounting Principles, Volume 1, Larson and Jensen, McGraw Hill Ryerson.

Description: A continuation of OA 1310, this course is intended to further introduce students to financial accounting procedures and their underlying concepts and principles. Topics covered include payroll and labour standards, GST, inventory and cost of goods sold, capital assets, liabilities, professional judgment and ethical conduct.

Credit/Contact Hours: This is a 3 credit course with 3 lecture hours per week.

Delivery Mode(s): For each topic there will be classroom lectures and demonstrations. Students will be expected to read chapters before the class and participate in the lectures through discussion of the concepts. Students are also expected to complete all assignments and projects on time. Please discuss any questions or concerns with the instructor in class, during the above office hours or by appointment.

Objectives:

To further introduce students to financial accounting concepts to prepare them for today's dynamic, competitive and continually changing business world.

Grading Criteria:

| | |
|---|-----|
| Chapter Assignments (Complete/Incomplete) | 10% |
| Exam #1 (Chapters 6 & 9) | 30% |
| Exam #2 (Chapters 7, 10 and 11) | 30% |
| Major Assignment | 30% |

Grades will be assigned on the Letter Grading System.

Office Administration Department

Grading Conversion Chart

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
|----------------------|---------------------------|------------------------------|-----------------------------|
| A⁺ | 4 | 90 – 100 | EXCELLENT |
| A | 4 | 85 – 89 | |
| A⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B⁺ | 3.3 | 76 – 79 | |
| B | 3 | 73 – 75 | GOOD |
| B⁻ | 2.7 | 70 – 72 | |
| C⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2 | 64 – 66 | |
| C⁻ | 1.7 | 60 – 63 | |
| D⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1 | 50 – 54 | |
| F | 0 | 0 – 49 | FAIL |

Tentative Course Schedule/Timeline:

| <u>Week</u> | <u>Topic</u> | <u>Required Reading</u> |
|--------------------|--|--------------------------------|
| 1 | Merchandising Activities | Chapter 6 |
| 4 | Internal Control and Cash | Chapter 9 |
| 6 | Merchandise inventories and cost of goods sold | Chapter 7 |
| 9 | Receivables | Chapter 10 |
| 11 | Payroll Liabilities | Chapter 11 |

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services. Please see the College Calendar for plagiarism, cheating and penalties.