



Grande Prairie Regional College

School of Health, Wellness and Career Studies

Department of Office Administration

COURSE OUTLINE – WINTER 2012

OA 1320 3 (3-0-0) – Bookkeeping II

Instructor Loren Jacula
Office E307
Office Hours M T Th 10:00 - 11:30

Phone 780-539-2205
E-mail LJACULA@GPRC.AB.CA
Class T Th 8:30 – 10:00 am
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 bookkeeping procedures and their underlying concepts and principles. Topics covered include accounting for merchandising activities, merchandise inventory, cost of sales, internal control, cash, receivables and payroll liabilities.

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:

Assignments	20%
Midterm	40%
Final Exam	40%

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 & 2	Accounting for Merchandising Activities	Chapter 6
3 & 4	Merchandise Inventory and Cost of Sales	Chapter 7
5 & 6	Internal Control and Cash	Chapter 9
7 - 9	Receivables	Chapter 10
10 - 12	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.