

Grande Prairie Regional College
Administrative Technology
Course Outline
Financial Accounting I
OA 2410 M2 (3)

Prerequisite	None
Session Details	Fall 2004 Mondays and Wednesdays 8:30 – 9:50 B303
Instructor	Loren Jacula Office: C220 E-mail: ljacula@gprc.ab.ca Office Phone Number: 539-2205
Text	<u>Fundamental Accounting Principles: 11th Canadian Edition, Volume 1</u> by Larson and Jensen.
Delivery Mode	Lecture
Course Description	This course includes the key accounting principles and concepts, the accounting cycle, financial statement preparation and analysis for incorporated and unincorporated service and merchandising companies. Cash control, inventories, receivables and plant and equipment will also be covered.
Course Objective	<p>Today's dynamic, competitive and continually changing business world has increased the requirement for the use of computers in the accounting system of many organizations. Computers are needed to keep track of financial activities and to summarize these activities in a manner that is useful to decision-makers both internal and external.</p> <p>The main objectives of this course are to equip the student with 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 a computerized accounting environment.</p> <p>Text problems and selected problems and cases will be used in the course.</p>
Evaluation	The final course mark is determined from the following: Quizzes 70% Final Exam 30%

Course Content

Chapter 1	Accounting: The Key to Success
Chapter 2	Financial Statements and Transactions
Chapter 3	Analyzing and Recording Transactions
Chapter 4	Adjusting Accounts
Chapter 5	Completing the Accounting Cycle
Chapter 6	Accounting for Merchandising Operation
Chapter 9	Internal Control and Cash
Chapter 10	Receivables

Course Policy

1. Attendance is required and may be taken at each class. If you are ill, please call or e-mail your instructor. Excessive absences (more than 3) may result in a student being refused permission to write the final exam and therefore failing the course. See page 36 of Calendar.
2. In-class tests, mid-terms, and final exams must be completed at the scheduled times. Alternate or individualized examination times will only be considered in cases of emergency. Failure to complete examinations at the scheduled times will result in a grade of zero (0).
3. If you miss a class, have a classmate call you with your assignments. You are responsible for any work missed.
4. Assignments are due on the dates set by the instructor.
5. If you miss an in-class or homework assignment, you receive a zero (0) for that assignment. Some of these assignments may be unannounced before that date.
6. All major assignments must be completed in order to complete a course.