

OCT 08 1999

Grande Prairie
Regional CollegeGRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINEOA 2410 M2 - FINANCIAL ACCOUNTING I

- INSTRUCTOR:** Sharron Barr
Office: B309
Office Hours: 9 - 10 a.m. Monday - Friday
Telephone: 539-2979 (Office)
539-9216 (Home)
E-Mail: Barr@gprc.ab.ca
- TEXT:** Financial Accounting: (Brief Version). Horngren, Harrison & Lemon;
3rd Canadian Edition and accompanying working papers.
- PREREQUISITE:** None
- COURSE DESCRIPTION:** This course introduces 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, plant and equipment, will also be covered.
- COURSE OBJECTIVES:** 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.
- 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.
- Text problems and selected problems and cases will be used in the course.

EVALUATION: The final course mark is determined from the following:

Assignments	20%
Quizzes	20%
Mid-Term Exam	30%
Final Exam	30%

* Assignments will be due at the beginning of class on the due date. Late assignments will be not be accepted.

**COURSE
CONTENT:**

Chapter 1	Accounting and its Environment
Chapter 2	Recording Business Transactions
Chapter 3	Measuring Business Income: The Adjusting Process
Chapter 4	Completing the Accounting Cycle
Chapter 5	Merchandising and the Accounting Cycle
Chapter 7	Internal Control and Cash Transactions
Chapter 8	Accounts and Notes Receivables

**COURSE
POLICY:**

Attendance is mandatory. If you are ill you must notify your instructor. More than 3 missed classes will result in a recommendation of debarred from exam(s). On the advice of the instructor and with concurrence of the Department Chair and the Registrar, a student may be debarred from an examination when attendance requirements are not met. Students debarred from an examination on the basis of attendance will be given a grade of zero on the exam.

All assignments and exams must be completed in order to receive a grade in the course.

If you miss an exam, there are no make-ups. Missed exam percentage may be added onto their final exam.

Academic dishonesty - refer to page 19 of the College Calendar.