

OCT 22 1998



GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA 2411
Introductory Accounting

INSTRUCTOR: Trevor Thomas
Office: C-309 Office Hours: 9-10 am Mon-Fri
Office Phone Number: 539-2824

TEXT: Financial Accounting (Brief Version). Horngren, Harrison & Lemon; 3rd edition.

PREREQUISITES: 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 and plant and equipment will also be covered.

COURSE

OBJECTIVE: 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 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	Accounting and Notes Receivable

**STUDENT
REQUIREMENTS:**

Daily attendance is essential!!!

- regular attendance is required
- students participating in all learning activities excel in their studies
- poor attendance, late arrivals, or early departures decrease the chances of success and disrupt the learning experience for other students
- keep your work up-to-date
- If you are absent, phone your study partner to find out what work you have missed

PLAGIARISM:

The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the program and institution or receiving A grade of ONE on a course. DON'T do it!!!