

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF OFFICE ADMINISTRATION  
COURSE OUTLINE

JAN 27 1998

**OA2420A3 - Introductory Accounting II**

**INSTRUCTOR:** Sharron Barr

**OFFICE:** B309A

**TELEPHONE:** Office 539-2979  
Home 539-9216

**PREREQUISITE:** OA2410 or Equivalent

**TEXTS:** Financial Accounting (Brief Version), Horngren, Harrison & Lemon;  
3<sup>rd</sup> Canadian Edition. McGraw, Hill; and working papers to  
accompany.

Accounting, the Basis for Business Decisions (Volume 2), Lam,  
Meigs & Meigs; 7<sup>th</sup> Canadian Edition. McGraw, Hill.

**COURSE  
DESCRIPTION:**

A continuation of OA2410 Introductory Accounting, 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, inventory and cost of goods sold, capital assets, liabilities, professional judgement and ethical conduct, partnerships and corporations, and financial statement analysis. Student will integrate theoretical concepts with computerized accounting applications using Microsoft Office Professional '97.

**COURSE  
OBJECTIVES:**

This course continues to introduce introductory accounting concepts to further prepare students for today's dynamic, competitive and continually changing business world. Students are introduced to additional financial accounting procedures and concepts, and are required to practically apply these procedures and concepts using Microsoft Office '97. Text problems, selected problems, cases, and integrated computer application problems will be used.

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

MS Office '97 Financial Accounting Assignments	20%
Chapter Tests	40%
Mid-term Exam	20%
Final Exam	20%

**COURSE  
CONTENT:**

Merchandise Inventory	Chapter 9	Hornsgren
Capital Assets	Chapter 10	Hornsgren
Current Liabilities	Chapter 11	Hornsgren
Payroll	Chapter 11	Hornsgren
Partnerships	Chapter 13	Miegs
Corporations	Chapter 14	Miegs
Add. Corp. Trans.	Chapter 15	Miegs
Special Liabilities	Chapter 16	Miegs

**ASSIGNMENT  
POLICY:**

All assigned work must be completed in order to receive a final grade in this course. MS Office '97 assignment grades will be assessed to OA2420 and OA2430 respectively.

**STUDENT  
REQUIREMENTS:**

Students are required to:

- attend regularly and be on time
- participate in learning activities
- keep work up-to-date
- work with a study partner to find out what work is missed and attain any notes or handouts.

**STUDY PARTNER'S NAME & PHONE**

**OA2420 A3 INTRODUCTORY ACCOUNTING II  
January 1998 Schedule**

Monday	Wednesday	Friday
	<p align="center">January 7 Course Outline January Schedule Chapter 9 - Horngren Merchandise Inventory •perpetual and periodic •cost of goods sold •inventory costing methods •lower-of-cost or market value •estimation of inventory: gross margin and retail method DO TOGETHER: 9-1, 9-2, 9-8, 9-11</p>	<p align="center">9 Complete Wednesday's Assignments DO: 9-7, 9-9, 9-12, 9-1a, 9-2a</p>
<p align="center">12 Review assignments DO: 9-3a, 9-8a, 9-9a</p>	<p align="center">14 Review Assignments</p>	<p align="center">Thursday 15 12:30 - 1:30 Part One Chapter 9 Test Friday 16 1:00 - 2:00 Part Two Chapter 9 Test Read Chapter 10, Capital Assets</p>
<p align="center">19 Review Exam Chapter 10 Capital Assets •plant and equipment - long lived assets •amortization of long lived assets: straight-line, units of production, declining balance</p>	<p align="center">21 Disposal of property, plant, equipment •depletion •intangible assets and amortization •betterment vs. repair Do together: 10-1, 10-2, 10-3, 10-6, 10-9, 10-11, 10-12, 10- 13, 10-14</p>	<p align="center">23 Complete assignments from Wednesday DO: 10-3a, 10-4a, 10-5a, 10-3b, 10-8b</p>
<p align="center">26 Review Assignments</p>	<p align="center">28 Review Assignments</p>	<p align="center">Thursday, January 29 12:30 - 1:30 p.m. Part One Chapter 10 Friday, January 30 1:00 - 2:00 p.m. Part Two Chapter 10 Test</p>
<b>NOTE: 2 COURSE HOUR SURPLUS FOR JANUARY</b>		