

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA2420M3 – Introductory Accounting II

- INSTRUCTOR:** Sharron Barr
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539-2979 (work) or 814-8989 (cell)
Barr@GPRC.ab.ca
- TEXT:** Financial Accounting (Brief Version), Horngren, Harrison & Lemon; 3rd Canadian Edition. McGraw, Hill; and working papers to accompany.
- PREREQUISITE:** OA2410 OR EQUIVALENT
- 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 labor standards, inventory and cost of goods sold, capital assets, liabilities, professional judgement and ethical conduct, corporations, goods and services tax, and financial statement analysis. Students 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 applications problems will be used.
- GRADING:** The final course mark will be determined from the following:
- | | |
|---------------|-----|
| Chapter Tests | 50% |
| Chapter 9 | 5% |
| Chapter 10 | 5% |
| Chapter 11,12 | 5% |
| Payroll & GST | 20% |
| Chapter 14 | 15% |
| Midterm Exam | 20% |
| Final Exam | 30% |

COURSE CONTENT:	Merchandise Inventory	Chapter 9	Horngren
	Capital Assets	Chapter 10	Horngren
	Current Liabilities	Chapter 11	Horngren
	Payroll	Chapter 11	Horngren
	GST	Chapter 11	Horngren
	GAAP and Concepts	Chapter 12	Horngren
	Corporations	Chapter 14	Miegs

ASSIGNMENT POLICY: All assigned work must be completed in order to receive a final grade in the course.

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

COURSE SCHEDULE FOR JANUARY				
January 4	5	6 Course Outline Chapter 9 – Horngren Merchandise Inventory <ul style="list-style-type: none"> • Perpetual and periodic • Cost of Good Sold • Inventory Costing Methods • Lower-of-cost or market share • Estimation of inventory: gross margin method and retail method TOGETHER: 9-1,9-2,9-8,9-11		8 Complete 6 th assignments DO: 9-7,9-9,9-12,9-1a,9-2a,
11 Review Assignments DO: 9-3a,9-8a,9-9a	12	13 Review Assignments	14	15 Test Chapter 9
18 Review Chapter 9 Test Chapter 10 Capital Assets <ul style="list-style-type: none"> • Plant and equipment – long lived assets • Amortization of long lived assets: straight-line, units of production, declining balance 	19	20 <ul style="list-style-type: none"> • Disposal of property, plant, equipment • 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 	21	22 Complete 20 th assignments Do 10-3a, 10-4a, 10-5a, 10-3b, 10-8b
25 Review Assignments	26	27 Review Assignments	28	29 Test Chapter 10