



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2021

**BA1110 C2: INTRODUCTION TO ACCOUNTING – 3 (3-0-2) 75 Hours for 15 Weeks**

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

**INSTRUCTOR:** Doris Hoveland, CPA, CA, MBA   **PHONE:** (780) 539-2824  
**OFFICE:** C423   **E-MAIL:** [dhoveland@gprc.ab.ca](mailto:dhoveland@gprc.ab.ca)  
**OFFICE HOURS:** Tuesday & Thursday 10:00 – 11:30

**CALENDAR DESCRIPTION:**

This course provides an introduction to accounting procedures and statements and their underlying concepts and principles. Within this framework, accounting practice is integrated with the development of accounting information for effective decision-making.

**PREREQUISITE(S)/COREQUISITE:**

60% in Math 20-1 or 20-2, or 50% in Math 30-1 or Math 30-2

**REQUIRED TEXT/RESOURCE MATERIALS:**

**Textbook:**

Larson, K. D., & Dieckmann, H. (2019). *Fundamental accounting principles* (16th Can. ed., Vol. 1). Mississauga, ON: McGraw-Hill Ryerson Limited. (ISBN: 9781260305821)

This text includes an access code for *Connect*. **Both the text and *Connect* will be used extensively.** Students must have an access code to register for *Connect*. Students have the option of purchasing the print text or eBook. For used textbooks, students will need to purchase an access code separately.

**Financial calculator:**

- Texas Instruments BA II Plus, or
- Sharp EL-738

Calculators and pre-approved translation devices are the only electronic devices allowed during quizzes, tests or the final exam. **Cell phone calculators may not be used in examinations.**

**DELIVERY MODE:**

High flex – Students have the option of attending lectures in the classroom or participating remotely. **Please note that quizzes, tests, and exams require onsite attendance.** Students who choose to attend remotely must have a computer with a webcam and reliable internet connection.

## **COURSE OBJECTIVES:**

The following topics will be covered in this course:

- Analyzing and Recording Transactions
- Adjusting Accounts for Financial Statements
- Completing the Accounting Cycle and Classifying Accounts
- Accounting for Merchandising Activities
- Inventory Costing and Valuation
- Internal Control and Cash
- Receivables
- Property, Plant and Equipment and Intangibles

## **LEARNING OUTCOMES:**

Upon completion of this course the student will be able to:

- Describe the three forms of business organization.
- Identify and apply basic generally accepted accounting principles.
- Analyze transactions, journalize and post entries to a ledger.
- Prepare and explain the use of a trial balance.
- Prepare adjusting entries for prepaid expenses, depreciation, unearned revenues, accrued expenses, and accrued revenues.
- Describe and prepare a worksheet and explain its usefulness.
- Prepare financial statements from an adjusted trial balance.
- Prepare and post closing entries and a post-closing trial balance.
- Analyze and record transactions for a merchandising company.
- Compute ending inventory and cost of goods sold for both the periodic and perpetual inventory systems.
- Apply the gross profit method to estimate inventory.
- Prepare a bank reconciliation and journalize resulting adjustments.
- Record petty cash transactions.
- Apply the allowance and direct write-off methods to account for accounts receivable.
- Prepare entries for short-term notes receivable and compute and interest.
- Calculate and account for depreciation
- Account for the purchase and disposition of capital assets

## **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca>.

**\*\* Please note that, in many cases, BA1110 and BA1120 *together* are required for transferability. Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.****

## EVALUATIONS:

Assignments	15%
Quizzes	10%
Test 1	20%
Test 2	20%
Final Exam*	<u>35%</u>
Total	<u>100%</u>

\* To receive credit for BA1110, you **must achieve 50% on the final examination**, and a course composite grade of at least a “D” (50%).

Final grades are based on academic performance throughout the semester. There are no test re-writes, deadline extensions, or bonus assignments available to improve your grade. It is important to complete all assessments as scheduled and to the best of your abilities.

## ASSIGNMENT AND EXAM POLICIES:

### Assignments:

Online assignments will be automatically submitted on the due date. Late assignments will not be accepted. No extensions or re-writes will be granted. Missed assignments will receive a grade of zero.

### Tests and Quizzes:

Tests and quizzes are tentatively scheduled for the week of October 4 and November 8. **Onsite attendance is required for tests and quizzes.** Unexcused absences during a test or quiz will earn a grade of zero. For excused absences, the weighting of the test may be transferred to the final exam at the instructor’s discretion. **Students with absences in excess of 6 classes will be refused the ability to move any test weightings to the final exam.** No re-writes will be granted for missed exams or unsuccessful attempts.

### Final Exam:

Final exams will be written as scheduled by the Registrar during the exam period from December 11-20, 2021. **Do not plan activities or trips during this period. Onsite attendance is required for the final exam.** Re-writes for the final exam will not be granted, and any unexcused absences will earn a grade of zero.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week Beginning	Topic	Required Reading
September 2 (Thu)	Introduction to Accounting	Chapter 1
September 6	Analyzing and Recording Transactions	Chapter 2
September 13	Adjusting Accounts for Financial Statements	Chapter 3
September 20	Adjusting Accounts for Financial Statements	Chapter 3
September 27	Completing the Accounting Cycle	Chapter 4
October 4	<b>Test 1</b>	<b>Chapters 1 to 4</b>
October 11	<i>Fall Break – No Classes</i>	
October 18	Accounting for Merchandising Activities	Chapter 5
October 25	Inventory Costing and Valuation	Chapter 6
November 1	Internal Control and Cash	Chapter 7
November 8	<b>Test 2</b>	<b>Chapters 5 to 7</b>
November 15	Receivables	Chapter 8
November 22	Receivables	Chapter 8
November 29	Property, Plant and Equipment and Intangibles	Chapter 9
December 6	Review	
December 11 – 20	Comprehensive Final Exam (TBA)	All Chapters

## STUDENT RESPONSIBILITIES:

### Attendance:

There is a strong correlation between regular attendance and overall course performance. Students are encouraged to attend all lectures either in person or remotely via Zoom. If you miss a class, it is your responsibility to learn the material on your own. **If you choose to attend class remotely, you must remain visible on camera during lectures and classroom activities.** Failure to do so may result in removal from the session.

### Professional Behavior:

Students are expected to conduct themselves in a professional manner. This includes, but not limited to, interacting with others appropriately and respectfully; refraining from texting or chatting during class; arriving to class prepared and on time; and remaining for the duration of the activities. **Students may be asked to leave if any behaviour becomes disruptive.**

### Recording:

**Recording lectures or taking photos in class is prohibited** unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

**Time Management:**

The expectation for this course is that students read the material and attempt the *Quick Study* questions prior to class. Reading and attempting the exercises in advance is an excellent way to prepare for classroom activities. Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so students are encouraged to plan their schedule accordingly. It is difficult for students to catch up once they fall behind schedule.

**Zoom Etiquette (if attending remotely):***Control video and audio quality*

Invest in a quality webcam and speaker and microphone headset. These provide better video and audio than your computer's built-in system. Try to attend Zoom meetings in quiet, indoor locations to control ambient noise.

*Think about your background*

Try to provide a nice, plain background. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.

*During your meeting*

Mute your microphone when necessary. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to an instructor.

*Think about your actions on camera*

Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

\*\*Note: all Academic and Administrative policies are available on the same page.

**Plagiarism:**

Plagiarism means submitting work (words, ideas, images, or data) in a course as if it were their own work done expressly for that particular course when, in fact, it is not. Most commonly, plagiarism exists when:

- the work submitted or presented was done, in whole or in part, by an individual other than the student (this includes having another person impersonate the student or otherwise substitute the work of another for their own in an assignment, examination, or test)
- Parts of a student's work are taken from another source without reference to the original author. This includes ideas, words, and images appearing in print, digital, graphical, internet, audio and video formats
- students submit or present the work in one course which has also been submitted in another course (although it may be completely original with the student) without the prior agreement of the instructor
- Clinical or laboratory reports are falsified or fabricated.

While it is recognized that academic work often involves reference to ideas, data and conclusions of others, intellectual honesty requires that such references be explicitly and clearly noted.

Instructors may choose to use online plagiarism detection services. When students submit a paper, it is understood that they are consenting to such a procedure and that they cannot claim any copyright violation should such paper be uploaded to an online plagiarism detection database.

### **Cheating:**

Cheating on tests or examinations includes, but is not limited to, the following:

- dishonest or attempted dishonest conduct such as **speaking to other students or communicating with them under any circumstances whatsoever**
- bringing into the examination room a textbook, notebook, memorandum, other written material or mechanical or electronic device not authorized by the examiner or instructor
- writing an examination, or part of it, outside the confines of the examination room without permission to do so
- consulting any person or materials outside the confines of the examination room without permission to do so
- leaving answer papers exposed to view, or any attempts to read other students' examination papers
- tampering or attempts to tamper with examination scripts, class work, grades and/or class records; the acquisition, attempted acquisition, possession, and/or distribution of examination materials or information not authorized by the instructor
- Impersonation of another student in an examination or other class assignment.
- **Absolutely no examination materials may be removed from the examination room.** All papers, answer forms and examination question sheets must be returned to the instructor. If students leave the examination room for any reason unacceptable to the instructor, they must hand in all examination materials and it will be assumed that the examination is completed.

If students voluntarily and consciously aid another student in the commission of one of these offenses they are also guilty of misconduct. Any attempt to commit academic misconduct will bear the same consequences as if the act occurred. A student who assists another student in an act or attempted act of misconduct will also be considered to have committed an offense.

Please note, working in study groups is an efficient and effective way for students to learn, however; each student must submit his/her own original work. Duplication of one assignment for the whole group is considered plagiarism and will result in a grade of zero for all students involved.