



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2021

BA1110 EC: 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
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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 (or eBook) + Connect:

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. **You 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, pre-approved translation devices, and ONE computing device (i.e. desktop computer, laptop, or tablet) to access Connect are the only electronic devices allowed during quizzes, tests and/or exams. Cell phones, smartphones, programmable devices, and additional computing devices can **not** be used during examinations.

McGraw-Hill Connect Proctorio:

- Tests and exams must be taken online using the Proctorio remote proctoring software where video and audio are recorded from the student’s webcam and microphone.
- Students must download and utilize Proctorio for the duration of course. The proctoring software is necessary to uphold academic integrity and meet accreditation requirements.

It is important to note that the software recordings are automated systems and are designed to be less intrusive and costly than in-person proctors. Proctorio is used to record video and audio only while you are signed in during your tests and final exam. **The exam administrators may review the recordings after the tests and exams are submitted and only if it was flagged due to suspicious activity.** Please note that all suspicious activity will be reviewed with the Department Chair.

The collection and use of your personal information are in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act S. 33 (c) which states that “*No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.*” In addition, S. 39 (4) states, “*A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.*”

Course Management System:

GPRC uses the myClass (D2L) online course management system. To access myClass, visit <https://myClass.gprc.ab.ca/>

Software and Network Requirements:

It is the students’ responsibility to ensure that computing devices meet the minimum requirements listed below. Please note that students may experience issues using Chromebooks with some applications. If you have questions regarding these requirements, technological support is available through helpdesk@gprc.ab.ca.

The following software apps and internet capacity are required to participate in online courses at GPRC:

Application	
Web Browser	Google Chrome with auto updates enabled
Office Suite *GPRC students receive a free Microsoft Office 365 license for Windows or macOSX	Microsoft Office 2016 or compatible office suite

Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

Minimum Device Requirements:

NOTE: A desktop or laptop computer is strongly recommended over tablet devices for participation in online meetings or online class sessions. iPhones or Android phones may provide minimum functionality, but are NOT recommended for participation in online sessions.

A device must meet or exceed the following specifications to participate in online courses at GPRC:

Platform	OS Version	Hardware Specs
Windows Desktops Windows Laptops Windows Tablets	Windows 10 Home Windows 10 Professional Windows 8 or 8.1 *Windows 10S is not supported in S mode	Dual-core CPU 2 GB RAM 64 GB storage 1280x768 display resolution Microphone Speakers or Headphones Web camera
Mac Desktops Mac Laptops	macOSX 10.13 or higher	Dual-core CPU 4 GB RAM 64 GB storage 1280x800 display resolution Microphone Speakers or Headphones Web camera
Chromebooks	ChromeOS with updates enabled	Dual-core CPU 2 GB RAM 16 GB storage Speakers or Headphones
iPad v3 or newer	iOS 7.0 or iPadOS 13	8 GB of free storage Speakers or Headphones
Android Tablet	Android 6.0	Dual-core CPU 1 GB RAM 8 GB of free storage 1280x800 display resolution Speakers or Headphones

DELIVERY MODE:

This is a paced online self-study course. There is no set class times and students attend remotely and asynchronously.

The course is delivered entirely online using GPRC's myClass and McGraw-Hill Connect. For each chapter, a Microsoft PowerPoint presentation is available. Relevant chapter readings and practice exercises are assigned. Connect assignments and exams will test your knowledge, understanding, and application throughout the course. **Assignments and tests have due dates to keep you on track and to ensure you finish the course on time.**

It is highly recommended that you take advantage of all the material on the myClass course site and Connect website. Important information and announcements will be communicated through myClass. Grades for assignments and tests will be posted to myClass within five days after the due date. At the end of the course, please check your myGPRC account for your final letter grade.

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%
Test 1	25%
Test 2	25%
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%).

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:

- There are two (2) tests in Connect that must be completed by the due date using Proctorio. No extensions or re-writes will be granted. Missed exams will receive a grade of zero. **Please be aware that Proctorio charges a one-time fee of \$15 USD per course (subject to change).**

Final Exam:

- **The final exam must be completed during the week of December 13-19, 2021 and supervised by an approved Proctor.** No re-writes will be granted for missed exams or unsuccessful attempts. Please be aware that there may be fees charged for proctoring services.
- Please submit the name, number and email address of your proctor to the instructor by December 1, 2021.
- If you are in the Grande Prairie area, it is recommended that your exam be taken at the GPRC Testing Center. Due to high demand, it is advised that you book your desired time as soon as possible by contacting the Testing Center at examcenter@gprc.ab.ca.

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 Starting	Topic	Required Reading
Sep 1	Introduction to Accounting	Chapter 1
Sep 13	Analyzing and Recording Transactions	Chapter 2
Sep 20	Adjusting Accounts for Financial Statements	Chapter 3
Oct 4	Completing the Accounting Cycle	Chapter 4
Oct 11	Test 1	Chapters 1 to 4
Oct 18	Accounting for Merchandising Activities	Chapter 5
Oct 25	Inventory Costing and Valuation	Chapter 6
Nov 1	Internal Control and Cash	Chapter 7
Nov 8	Test 2	Chapters 5 to 7
Nov 15	Receivables	Chapter 8
Nov 29	Property, Plant and Equipment and Intangibles	Chapter 9
Dec 6	Review and Final Exam	Chapters 1 to 9

STUDENT RESPONSIBILITIES:

The expectation for this course is that students will read the chapter material and work through the *Quick Study* questions. Only after working through these questions should you check your work with the solutions provided. When you are ready, test your knowledge by completing the chapter assignments. Note that you will not learn accounting by simply reading and looking over solutions. Practicing exercises from your text or online means beginning with a blank piece paper or screen, writing your own answers, and then correcting/reviewing your own work with the aid of solutions.

Read the material. **Do** the end of chapter questions. **Check** your work. **Apply** your critical thinking skills. This way you will know if you are ready to write the term tests and final exam.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan your schedule according to the course schedule above. You may complete assignments and tests before the due dates.

Email

Students may contact the instructor by email, which will be answered within two business days. Emails should be professionally formatted with correct spelling and grammar; and include a reference to course material and/or textbook pages.

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.