



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2021

BA1110 A2: Introduction to Accounting – 3 (3-0-2) UT 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: Mandy Pollock, CPA **PHONE:** (780) 539-2815
OFFICE: E310 **E-MAIL:** apollock@gprc.ab.ca
OFFICE HOURS: Tuesday 10 AM – 11 AM & Friday 1 PM – 2 PM, or by appointment

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:

Math 20-1 or 20-2 with 60% or Math 30-1 or Math 30-2

REQUIRED TEXT/RESOURCE MATERIALS:

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

This text includes *Connect with Smartbook Online Access*. **Both the text and Connect will be used extensively.** Students will require an appropriate calculator. The calculator function of a cell phone is not sufficient.

DELIVERY MODE(S):

High-flex learning incorporates a combination of in-person attendance and remote attendance via Zoom. **Please note that some course components require on-site attendance.**

For each topic listed, there will be a classroom lecture/discussion and a demonstration of related accounting procedures. Relevant textbook readings and problems will be assigned to test your knowledge, understanding and application of the course material. This is a 3-credit course with 3 lecture hours and 2 lab hours per week. The allocation is at the instructor's sole discretion, i.e., Friday's will **not** be solely lab time. Connect will be used to supplement your course work, complete assignments and

aid in preparation for tests and exams. Important information, announcements and grades will be posted on myClass. The grades posted on myClass are not final -- check your GPRC Account for your final term grade.

COURSE OBJECTIVES:

The following objectives 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 the Alberta Transfer Guide main page

<http://www.transferalberta.ca>.

**** 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%
Term Test 1	20%
Term Test 2	20%
Final Exam	<u>35%</u>
Total	<u>100%</u>

ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:

- Assignments must be submitted by the due date. Late assignments will not be accepted. No extensions or re-writes will be granted. Any missed assignments will receive a grade of zero.
- Quizzes will be given throughout the semester. Scheduling will take place for quizzes as the course progresses and you will be given ample, advanced notice of these dates. **On-site attendance is required for 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.
- Term tests are tentatively scheduled for **the week of September 26-October 2, 2021 and the week of October 31 - November 6, 2021. Do not plan activities or trips on these days. On-site attendance is required for Term Tests.** Unexcused absences during a test will be assigned a grade of zero.
- 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. On-site 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.
- Calculators and approved translation devices are the only electronic devices allowed during quizzes, major tests or the final exam. **Cell phone calculators may not be used in examinations.**
- Note: **on-site attendance is required for quizzes, term tests, and the final exam.**

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:

Course Schedule is approximate and may vary slightly at the discretion of the instructor.

Week Beginning	Topic	Required Reading
August 29	Course outline review & Accounting in Business	Chapter 1
September 5	Analyzing and Recording Transactions	Chapter 2
September 12	Adjusting Accounts for Financial Statements/ Quiz #1	Chapter 3
September 19	Completing the Accounting Cycle and Classifying Accounts	Chapter 4
September 26	Review & Term Test #1 (Chapters 1-4)	Chapter 1-4
October 3	Accounting for Merchandising Activities	Chapter 5
October 10	<i>Fall Break</i>	
October 17	Inventory Costing and Valuation	Chapter 6
October 24	Internal Control and Cash	Chapter 7
October 31	Review & Term Test #2 (Chapters 5-7)	Chapter 5-7
November 7	Receivables	Chapter 8
November 14	Receivables	Chapter 8
November 21	Property, Plant and Equipment and Intangibles	Chapter 9
November 28	Property, Plant and Equipment and Intangibles/ Quiz #2	Chapter 9
December 5	Review & Last Day of Class	ALL
December 11 – 20	COMPREHENSIVE FINAL EXAM (TBA)	All Chapters

STUDENT RESPONSIBILITIES:

Attendance:

Students are expected to attend all lectures, either in class or via Zoom, arrive on time, and remain for the duration of the activities. **If you are attending class via Zoom, you must remain on camera for the entire duration of the lecture.** Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. Students with absences in excess of 6 classes may be refused permission to write the final exam. For more information, please refer to the Academic Regulations on Debarred from Exams at <https://www.gprc.ab.ca/programs/grading-systems.html>.

Time Management:

The expectation for this course is that students read the material and attempt the quick studies and exercises *prior* to class. Reading and attempting the exercises we will cover in class 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 plan your schedule accordingly. It is difficult for students to catch up once they fall behind schedule.

During class time, it is expected that students will work on the BA1110 course material. Course materials (outline, schedule information, assignments, PowerPoints, etc.) and announcements will be available on myClass, McGraw Hill Connect, and GPRC Webmail. Students are responsible for checking all three of these websites regularly (at least 2-5 times per week).

Recording:

Recording lectures or taking screen shots 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.

Email:

Students may contact the instructor by email or phone. Emails will be answered within two *business* days outside of stated office hours. **Email correspondence to your instructor must be sent from your GPRC student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

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 Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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

ADDITIONAL INFORMATION:

SOFTWARE & NETWORK REQUIREMENTS

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	Microsoft Office 2016 or compatible office suite
*GPRC students receive a free Microsoft Office 365 license for Windows or macOSX	
Internet	
DSL, Cable or LTE wireless internet	1.5Mbps upload, 1.5Mbps download

MINIMUM DEVICE REQUIREMENTS

Note: Students may experience some issues using Chromebooks with some applications. Please discuss issues with your instructor.

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

COURSE MANAGEMENT SYSTEM

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

AUDIO/VIDEO CONFERENCING SOFTWARE:

GPRC uses the **Zoom** web-based audiovisual conference system. Zoom is a real-time virtual meeting environment that supports:

- Real-time audio/video discussion, with breakout rooms for small group discussion
- Text messaging, surveys and basic assessments
- Application and Desktop sharing
- A shared whiteboard with markup tools
- Recording of sessions for convenient playback

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.