

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2021

AC3110 (A2): Introductory Accounting – 3 (30-2) 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 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

You should study

## ASSIGNMENT, QUIZ, TEST AND EXAM POLICIES:

- <sup>3</sup>/<sub>4</sub> Assignments must be submitted by the due date. Late assignments will not be accepted. No extensions or ~~rewrites~~ will be granted. Any missed assignments will receive a grade of zero.
- <sup>3</sup>/<sub>4</sub> Term tests are ~~tentatively~~ scheduled for the week of September ~~26~~ October 2<sup>d</sup> and November 7<sup>th</sup> - November 13<sup>th</sup>. Do not plan activities or trips on these ~~days~~. On-site attendance is required for Term Tests. Unexcused absences during a quiz or test will earn a grade of zero. For ~~excused~~ absences, the weighting of the ~~test~~ 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. ~~Writes~~ will be granted for missed exams or unsuccessful attempts.
- <sup>3</sup>/<sub>4</sub> Calculators and approved translation devices are the only electronic devices allowed during quizzes, major tests or the final exam. ~~All~~ phone calculators may not be used in examinations.
- <sup>3</sup>/<sub>4</sub> Final exams will be written as scheduled by the Registrar during the exam period from December 1-20, 2021. Do not plan activities or trips during this period. On-site attendance is required for the Final Exam.



## 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 <https://www.gprc.ab.ca/programs/gradsystems.html>

### Time Management:

The expectation for this course is that students read the material and attempt the exercises prior to class.

## 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 comparable Office suite

GPRC students receive a free Microsoft Office 365 license for Windows or macOS.

**Internet**  
DSL, Cable or Fiber

### MINIMUM DEVICE REQUIREMENTS

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



### COURSE MANAGEMENT SYSTEM

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

