

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE FALL 2016

AC3110 (A2): INTRODUCTORY ACCOUNTING 3 (3-0-2)UT 75 Hours

INSTRUCTOR: Gwen Hoyseth **PHONE:** 780-539-2066
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OFFICE HOURS: Tuesday and Thursday 10:00 to 11:30 or by appointment

CALENDAR DESCRIPTION:

COURSE OBJECTIVES:

To provide students with a solid, basic understanding of the structure of financial accounting and its use in the business environment.

To develop some understanding of the concepts that embodies financial accounting so that students may begin to apply those concepts in seeking solutions to "real world" problems.

LEARNING OUTCOMES:

Upon completion of the course, students will be able to:

Describe the system of accounting standards and principles.

Demonstrate the accrual method of accounting and the accounting cycle.

Prepare a balance sheet, income statement, statement of changes in equity, and a statement of cash flows using both the indirect and direct method.

Identify the objectives and procedures of internal control.

Account for short term investments and receivables, including bad debts.

Account for the purchase, depreciation, and derecognition of tangible and intangible long-term assets.

GRADING CRITERIA:

Assignments and Quizzes	15%
Major Test #1	25%

November 7	Chapter 8	Long Term Investments and the Time Value of Money
November 14	Chapter 9 and 10	Liabilities
November 21	Chapter 11	S a E The Income Statement, the Statement of Comprehensive Income and the Statement of S a E
November 28	Chapter 12	The Statement of Cash Flows
December 1	Chapter 13	Financial Statement Analysis

STUDENT RESPONSIBILITIES:

Refer to the College Policy on Student Rights and Responsibilities at www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES

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.