ACCOUNTING 11 COURSE OUTLINE

COURSE DESCRIPTION AND PURPOSES:

The purpose of this course is to assist you in understanding the role and functions of accounting in business. You will have the opportunity to learn how to record, analyze, and interpret the economic activities of a business. Learning accounting will help you achieve success in your academic life and/or working career!

**TEXTBOOK:** Accounting 1, 7th Edition

**WORKBOOK:** Accounting 1, 7th Edition, Student Workbook **FEE: $20**

UNIT TOPICS:

1. Accounting and Business - What is accounting? How does it affect business?
2. The Balance Sheet - Learn about assets, liabilities, and owner’s equity.
3. The Simple Ledger - Financial position, debit/credit theory, t-accounts, The Expanded Ledger - Trial balances, financial reports
4. Journal and Source Docs - Journal entries, Financial documents
5. Posting - Transfer transactions, out of balance trial balance
6. The Worksheets - Six and eight column worksheets
7. Careers in Accounting - Research the different kinds of careers in accounting - career preparation opportunities through BC/Canada

EXPECTATIONS:

1. **Attendance / Lateness**
   1. Regular attendance is expected. All absences must be reported to me or the office.
   2. You should be on time for class in respect to me and others in the class.
2. **Classroom Environment**
   1. Care and respect others.
   2. Raise your hand to notify the teacher that you would like to speak. Everybody will have their turn.
3. **Prepared and Organized**
   1. Come to class prepared with textbook, workbook, calculator, and writing utensils.
   2. Put effort into all your work.
4. **Participate in Class**
   1. All students are encouraged to contribute to the class by offering ideas, asking questions, and listening when others talk (both in groups and in class).
5. **Missing Quizzes and/or Tests**
   1. If you miss a quiz/test due to an absence it can be made up.
   2. It is your responsibility to make arrangements with the teacher the day you are back at school.
6. **Homework/Projects**
   1. Homework may either be spot-checked or collected for marks.
   2. All homework is **DUE AT THE BEGINNING OF THE FOLLOWING CLASS** unless specified.
   3. All homework and projects must contain the proper heading in the upper right hand corner consisting of:
      1. First and Last Name
      2. Date Assigned
      3. Course Name
   4. It is a NECESSITY to keep your work neat, especially in accounting.
   5. If you cannot meet the homework requirement by the due date, it is your responsibility to contact the teacher.
7. Out of the respect for the teacher and your classmates no cellphones and or mp3 players during class time.
8. HAVE FUN!!!

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| Evaluation | Term 1 (50%) | Term 2 (50%) |
| Tests / Homework | 85% | 85% |
| Lab Etiquette | 15% | 15% |