

Course Outline

Accounting 11

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Course Description

Accounting 11 - Course Outline

Welcome to this web-based Accounting course.

Introduction:

This course is designed as an introduction to accounting concepts for those seeking entry level employment skills. Students gain insights into financial problems and solutions which have far reaching benefits for entrepreneurial and professional careers.

Learning Objectives:

The Accounting 11 program surveys a number of basic topics that lay out a foundation for further study of Accounting.

By the end of the course students shall be able to:

- explain the role of accounting in business
- describe the relationship between debit and credit entries
- explain the importance of ethics, integrity, and honesty in finance
- explain the relationships among assets, liabilities, and owner's equity
- describe the relationships among journals, ledgers, trial balances, and financial statements in the accounting cycle
- justify the use of accounts in business
- compare various career opportunities in bookkeeping and accounting
- differentiate between various source documents

- demonstrate skill in recording a variety of transactions in a general journal
- demonstrate proficiency in using the double-entry accounting system
- demonstrate proficiency in setting up and posting to a ledger
- use software to create financial statements
- use a variety of special journals relevant to a service business
- develop reports based on special journals
- demonstrate proficiency in preparing trial balances and financial statements from worksheets, both manually and electronically
- prepare reports using worksheets, post-closing trial balances, income statements, and balance sheets
- develop the basic accounting equation from a balance sheet

Prerequisites:

Although there are no prerequisites for Accounting 11, a strong ability in Math and critical thinking is required.

Units of Study:

Unit 1 Accounting and Business

Unit 2 The Balance Sheet

Unit 3 Analyzing Changes in Financial Position

Unit 4 The Simple Ledger

Unit 5 Expanding the Ledger

Unit 6 The Journal and Source Documents

Unit 7 The Ledger

Unit 8 The Worksheet and Classified Financial Statements

Unit 9 Completing the Accounting Cycle

How to Get Started:

For each unit

1. Click on the first topic. Read and take informative notes on the material listed in the Table of Contents.
2. Most topics will have a review questions and exercises. Complete these before working on the required assignments.
3. Solutions for the Questions & Exercises are given. Be sure to check your work. The Questions & Exercises are not for marks, but should be completed before you attempt the Activities (next step).

4. Complete and submit any Activities listed. These Activities are for marks and must be submitted to your instructor.
5. Complete the Self Checks. These are not for marks but are excellent reviews.
6. Complete the Online Tests.

Assignments:

There are assignments that will be required to do for each Unit .

1. You need to create informative notes from the Unit Topics and complete the assignments. Solutions for these can be found online.
2. There are Online Activities for each chapter. They are worth 40% of your mark. All work must be shown. All assignments may be resubmitted anytime before the Unit test to improve your mark.

There will be Self-Check Exercises which are example test questions. These are to be done under test conditions and will give you a good idea of what the expectations are in terms of evaluation of topics and a chance to see what you know and don't know!

Keys to Success

1. Actively work through each lesson, trying examples and reflecting on material.
2. Use the Learning guide as your tool for documenting and understanding. Lay it out neatly and keep it well organized.
3. Make sure you understand any quiz/exam question you get wrong. If you can't figure it out, ASK.
4. Be sure to use the Canvas message system or email your teacher for regular communications.

Grading Evaluation Each Term:

Assignments 40%

Tests 60%

Cheating:

Students are expected to complete **their own work on an individual basis** unless otherwise stated by the teacher. Any student who plagiarizes the work of another - either in test situations or on major assignments will face disciplinary action. This may range from receiving a zero on an assignment or test

to disciplinary action by the administration. (Note: the work of "another" includes that of students or any published work such as books, Internet and periodicals).

Student Expectations:

This is a school and your computer is your classroom. You are expected to attend regularly, by logging on and checking for new information, and **to work at least 60 minutes** everyday on this subject. You are expected to take complete notes from the lessons. You may, if you wish, print the lessons and highlight key points while adding your own notes to places where you feel you did not understand the concept fully. Students are responsible for all work assigned. Always email me immediately if you have a question about any lesson or work, so you are able to complete it before the due date!

Learning Standards

The activities in this course are designed to address the learning standards as outlined in the BC Ministry of Education's Accounting 11 curriculum document. Learning Standards are organized into Core Competencies, Curricular Competencies, and Content Goals. Click the "Outcomes" link in the left side menu to read about these competencies in detail, or visit www.curriculum.gov.bc.ca (<http://www.curriculum.gov.bc.ca>) to learn more.

Resources

All learning materials required for this course are provided through the Canvas learning platform - there are no additional textbooks required.