



Accounting 11

Course Outline

Course Layout *The course is broken down as follows:*

Unit	Topic
1	Accounting and Business
2	The Balance Sheet
3	Analyzing Changes in Financial Position
4	The Simple Ledger
Midterm Exam	
5	Expanding the Ledger
6	The Journal and Source Documents
7	The Worksheet and Classified Financial Statements
8	The Worksheet and Classified Financial Statements
9	Completing the Accounting Cycle
Final Exam	

Grading Your grade for this course will be calculated as follows:

Item	Weight
Unit Assignments	30 %
Learning Guides	10 %
Test	30 %
Quizzes	10 %
Midterm & Final Exam	20 %

Learning Guides

Before you write a unit exam, you must send me all assignments leading up to the exam. All submissions MUST be very neat and well organized. If you can't figure out a question, you should be researching, then asking for help.

Exam Supervision:

Quizzes can be done on your own (not supervised). Use them as practice – ie. give them a try, then refer to notes if you need a little extra help. Keep track of where you needed help and review prior to your unit exam.

All exams are "closed book" and require supervision. If you are unable to access a local school to write your exams, you will need to find a teacher that will supervise your exams. Please have them e-mail me and I will send them the required information

Resources:

There is NO textbook required for this course. You do need a basic calculator.

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 your understanding. Lay it out neatly and in a well organized fashion.
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 message system for regular communication with your instructor.