ACCOUNTING 11
COURSE OUTLINE

INSTRUCTOR
Mr. D. MacLean
dmaclean@sd43.bc.ca [email]
business education office [across the hall from room 222] or **counseling office** [main office area]
school phone, **604-464-5793**, local 309
my **teacher sharepoint site at gleneagle.org > public portal > departments > business**… follow the links

COURSE EVALUATION
Homework Checks & Quizzes.. 20%
Assignments, Projects & Case Studies... 20%
Chapter (unit) Tests 60%

Term 1... 50%
Term 2... 50%

WORK HABITS
G = no unexcused absents, all worked submitted (completed & on time), and only 1-2 (small) lates
S = no unexcused absents, all worked submitted (completed & on time, with maybe 1 exception), and/or 2 (small) lates
N = unexcused absent(s), incomplete work, late work, very poorly done work, and/or 3+ lates of note

COURSE GOALS: *Students will be able to:*
- recognize the importance of accounting in business
- develop an understanding of generally accepted accounting principles
- explain the steps required in completing the accounting cycle
- understand the importance and implications of ethics, honesty and integrity in accounting
- develop individual and cooperative learning skills
- analyze financial information for their implication on decision-making
- develop basic organizational, bookkeeping and computer accounting skills for a career in accounting or management of small businesses

WHAT THE COURSE WILL (attempt to) COVER… might be some slight modifications
Chapter ii .... The balance sheet
Chapter iii .... Analyzing changes in financial position
Chapter iv .... The simple ledger
Chapter v .... The expanded ledger: revenue, expense and drawings
Chapter vi .... The journal and source documents
Chapter vii .... Posting
Chapter viii .... The worksheet and financial statements
Chapter ix .... Completing the accounting cycle
Chapter i .... Accounting & business
Simply Accounting .... Will do several accounting module(s) using accounting software

MATERIALS
1. Textbook: *Accounting 1* (2002, Syme & Ireland)
2. Supplies: Lined paper, pencils, pens binder and calculator
3. Simply Accounting Software: *latest version*
4. Computer Access: school computers (with password) will be fine

Accounting 11 @ Gleneagle