**Accounting 10 - Course Outline**

**Unit 1** - Accounting Careers, Concepts and Principles

**Unit 2** - Starting an Accounting System

**Unit 3** - Business Transactions

 - Analyzing Transactions

**Unit 4** - Journalizing Business Transactions

 - Posting to a General Ledger

**✏ Performance Task A**: Recording & Posting Transactions

**Unit 5** - Preparation of a Worksheet for a Service Business

 - Financial Statements for a Sole Proprietorship

**Unit 6** - Adjusting and Closing Entries for a Service Business

**✏ Performance Task B**: End of Fiscal Period Work

**Unit 7** - Current Account and Reconciling a Bank Statement

**✏ Performance Task C**: Business Simulation

Requirements for Credit in Accounting

* Completion of all practice assignments and marked work
* Completion of all glossary terms
* Completion of all Performance Tasks
* Completion of all Unit tests and the Final Exam
* An overall grade of at least 50%

**Evaluation:**

* Glossary Terms = Formative
* Assignments = Formative and Summative

 = 45 % (Summative)

* Tasks = 10 %
* Tests = 45 %

The final year mark will be based on the following:

* Terms 1 and 2 = 75%
* Final Exam = 25%

**Expectations and Important Information**

*In order to create the most effective classroom atmosphere with the highest level of success, we must create an environment that encourages each of us to set and achieve goals. The following must be adhered to in order to succeed.*

1. Give attention and respect to others’ opinion and the opportunity to voice that opinion.

2. Do not allow yourself to be distracted by electronic devices.

 a. **No cell phones. (Cell phones ARE to go in the basket when you enter the room.)**

b. No other electronic devices unless permission is granted **that day** by the teacher.

3. Be in the classroom with all materials needed for the class before the bell.

4. If you are late, quietly join the class.

 a. If the door is closed, knock and wait for the door to be answered.

 b. Quickly catch up on what is happening.

5. Be responsible.

 a. You are responsible for any and all assignments when absent. If absent, you are required to find out what was missed.

 b. If you know you will be missing prior to the date, feel free to ask, at an appropriate time, what we will be doing. I will do my best to provide you with materials and instruction so you will not fall behind.

6. It is your responsibility to **ask questions immediately** when you do not fully understand the concepts being taught. Reviewing is a skill you should be developing on your own. If you need help on how to study please come to see me.

7. There will be questions/assignments given almost every day. You will not necessarily be given class time to finish the questions/assignments, but they MUST be completed on the due date.

8. Assignments

 a) If assignments are not complete on the date that they are due, they MUST be handed in on that date nonetheless. There are then two options which will be chosen by your teacher. One is that you still complete the assignment. This will require that you stay at a time which is convenient **for your teacher**. The second option is that you will be given a completely new assignment. *Exceptions:* by ***prior*** arrangement or sickness.

 b) Late assignments will be accepted and reassessing assignments will be allowed until the test for each outcome is written. Following the test for the outcome, no further reassessing will be allowed.

9. If you need extra help, PLEASE do not leave it until the week before the final exam.

I will be available at lunch most days to assist you with any difficulties you may be having and/or to allow you to reassess or complete late assignments.

10. Tests:

 a) You will always be notified of an exam at least a few days (often a week) ahead of time. All students will write the exam on the appointed day.

 b) If you are aware that you will be absent on the day set for an exam you must notify your teacher immediately. If you miss an exam for a legitimate reason, you must bring a note of explanation from home when you return to class, and make arrangements as soon as possible to write the exam.

 c) Exams are considered the assessment of what has been mastered. Re-writes will not be allowed unless a majority/the entire class needs to be re-taught and re-assessed.

**To be successful in Accounting you should do most of the following:**

* ask questions during class when you don’t understand.
* ensure due dates are met.

Use your time productively in class by:

* doing accounting in class rather than other course work.
* staying focused on the task at hand rather than wasting valuable assignment and practice time socializing.
* completing and correcting homework and assignments AS SOON AS POSSIBLE AFTER THEY ARE ASSIGNED. Delaying doing them until the night before the exam will result in frustration with the material.
* getting notes/examples and completing missed work immediately following any missed class.
* coming for help when you are struggling well before an exam or the due date of an assignment (before school, at lunch, or after school). Often 5 to 10 minutes is all that is needed to clarify a concept or procedure.
* studying well in advance for quizzes and exams.