**Charles P. Allen High School**

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Tel: (902) 832-8964

**Accounting 11**

Teacher: Ms.D. Reid (Room 232)

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Accounting 11 introduces students to the use of accounting in business. Students will study ways in which accounting procedures are applied in the different types of businesses with regard to recording transactions, preparing financial statements, and analyzing the process of cash management. You will learn about risks related to credit sales and about the collection of debts.

**General Curriculum Outcomes:**

Students will be able to complete the following in each of the five modules at the end of this course:

Unit 1 – Beginning the Accounting Cycle 35%

1.1 prepare a balance sheet from a completed transaction analysis sheet to determine the financial position of a business

1.2 apply the concepts of debit and credit to the balance sheet accounts

1.3 prepare and interpret financial statements (income statement and balance sheet with equity accounts)

1.4 analyze and record transactions in a general journal and post to the general ledger

1.5 prepare a columnar work sheet and classified financial statements

Unit 2 – Completing the Accounting Cycle 25%

2.1 prepare adjusting entries for prepaid and depreciation expenses

2.2 prepare an expanded work sheet that incorporates adjusting entries

2.3 journalize and post-closing entries

2.4 prepare a post-closing trial balance to complete the accounting cycle

Unit 3 – Cash Control and Banking 10%

3.1 explain the purpose and importance of the internal control system of a business.

3.2. identify banking activities to prepare and analyze a bank reconciliation.

Unit 4 – Subsidiary Ledgers 20%

4.1 explain the use and advantages of subsidiary ledgers and control accounts.

4.2 journalize and post transactions using special ledgers.

4.3 verify each of the three ledgers by preparing a general ledger trial balance, a schedule of accounts payable, and a schedule of accounts receivable.

4.4 describe the importance of division of labor through the use of a three-ledger system.

Unit 5 – Careers in Accounting 10%

5.1 acquire employability skills and attitudes needed for life and work experiences.

5.2 investigate career opportunities related to accounting

5.3 develop and maintain a LifeWork Portfolio

Course Work:

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| Unit 1: Beginning the Accounting Cycle (Ch. 1-5) | 35% |
| Unit 2: Completing the Accounting Cycle (Ch. 6) | 25% |
| Unit 3: Cash Control and Banking (Ch.11) | 10% |
| Unit 4: Subsidiary Ledgers (Ch. 8) | 20% |
| Unit 5: Careers in Accounting | 10% |

**Evaluation:**

**Semester Mark = 80% + Exam Mark = 20% = Final Course Mark**

**Exam:**

This exam is during exam week and if a student meets the requirements for an exemption they may exempt this exam.

**Assessment** is the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the learning outcomes in a subject or course.

A) **Formative assessment** is to show growth over time, determine student needs, plan next steps in instruction, and provide students with descriptive feedback.

B) **Summative assessment** is to determine the extent to which learning has occurred for students.

**Evaluation** is the process of analyzing, reflecting upon, and summarizing assessment information and making judgments and / or decisions based on the information gathered.

**Course evaluation will be based on an outcomes based approach of assessing student progress in terms of the units covered throughout the course.** Students will be evaluated using multiple assessment and evaluation strategies that could include but is not limited to: conversations, observations, debates, independent research, examinations, tests, quizzes, individual and group work, journals, in-class work, projects, reflections, portfolios/scrapbooks, presentations, performances, rubrics, self-assessments, written assignments, ICA’s (in class assessments).

All assignments passed in for evaluation are expected to follow guidelines outlined in class. **Plagiarism** will not be tolerated. Any students found plagiarizing will receive zero, a phone call home, and a referral to the office. This is a serious offence.

**Multiple Opportunities:**

According to the school board assessment\and evaluation policy (art. 3.0 Classroom assignments), it is important to note that there is another opportunity to demonstrate your understanding of the outcomes for a particular unit. **If you have not been taken advantage of extra help throughout the course of the semester then you lose the opportunity. It is your responsibility to demonstrate that extra effort has been put forth to gain the understanding.** Given the number of students and the number of summative assessments that occur throughout the semester, a predetermined date will be set for the assessment to occur. You will be given ample notice of this date and you should make appropriate arrangements as the assessment will be held after the instructional hours.

**Required Materials:**

Binder/ Loose-leaf and Pens/Pencils

Course Textbook: *Principles of Accounting: 3rd edition*

**Student Expectations/Responsibilities:**

**Missed class time/evaluations:** If a student misses a quiz, presentation or other in-class work, he/she will be expected to complete the missed component on the first day he/she returns to class. Students are responsible for getting the work they missed when they return (all class notes, assignments, homework). Please see my website as I will be updating daily and you can obtain any missing notes, assignments etc. from home.

**Late assignments:** Please see me ASAP if you feel you will be unable to meet an assignment due date so that we can make arrangements for an extension. Extensions will not be given to students who arrive the day an assignment is due and ask for further time, arrangements need to be made prior to the due date Please note that assignments may not be accepted after they have been returned to the class marked.

**Disruptions:** Students are expected to follow the discipline policy as outlined in the student agenda. Inappropriate behaviour could include arriving late for class, disrupting the class or activity, disrespectful behaviour, uncooperative attitude/defiance, being repeatedly unprepared for class, leaving class without permission, and inappropriate language. If a student chooses to disrupt the class, a phone call home or admin referral may be the consequence.