## Instructor

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## Availability

Tuesdays 5:00pm – 9:00pm

## General Introduction

**Welcome to this web-based Accounting course**. There is no textbook needed for this course.

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.

## Prescribed Learning Outcomes

- 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

## Pre-requisites

Although there are no prerequisites for Accounting 11, you will perform the basic operations of adding, subtracting, multiplying, and dividing primarily using Microsoft Excel or a similar program.

## Units of Study

| Text Unit (s) | |
|---|---|
| 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. Click on the arrows to move between slides.
2. Most topics will have a review questions and exercises. Answers are provided in the slides.
3. Complete Quizzes and Assignments to be submitted. The quizzes have unlimited attempts. Assignments need to be submitted online (instructions provided in the slides).
4. Complete the Self Checks. These are excellent for reviewing the Unit.
5. **Come into CLOC to complete the Unit Test. A teacher will provide you with the Unit Test Password. You may use your own laptop or our computers.**

## Grading Evaluation

| | |
|---|---|
| **Activities:**<br>(Quizzes and Assignments) | 40% |
| **Tests:**<br>(Completed at CLOC) | 60% |

*Tests can be broken down as follows to total 60%:*

| | |
|---|---|
| *8 Unit Tests (4% each)* | *32%* |
| *Midterm Parts A & B* | *14%* |
| *Final Parts A & B* | *14%* |

## Student Expectations

- All tests **must** be completed at CLOC during the Learning Centre hours.
- There are **no rewrites** for the Unit Tests, Midterm tests or the Final Exam.
- You may use a calculator or Excel, but **Internet** and **smartphones** are **not allowed** during all tests.
- You need to complete all your work and sign out 10 minutes before the closing time.

### CLOC COURSE PACING AND COMPLETION POLICIES

1. **Students are expected to complete all self-paced, flexible and online courses within a 10 month period.**
2. **Students are expected to complete Unit 1 within the 1st month after registration.**
3. **A final mark will be assigned to all students who complete at least 65% of the course requirements.**

**Good luck and have a great course!**