

Accounting 11 – September 2009
Mr. Neal

Course Outcomes

It is expected that students will:

- 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
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- 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
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- 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
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- describe the financial status of enterprises based on analyses of financial statements
 - assess the current and projected financial strength of a business using financial statements

The course will follow the normal grading scheme:

A	=	86-100%	B	=	73-85	C+	=	67-72
C	=	60-66	C-	=	50-59	F	=	0-50

Weighting as follows:

Assignments, Quizzes & Projects	= 75%
Tests	= 25%

Work Habits:

G – Good – Student comes to class on time and prepared with required materials. He or she remains focused on tasks and does not distract others from their tasks. In addition, a student displays good effort by completing (and handing in) all assignments on time to the best of his or her ability.

S – Satisfactory – Student comes to class regularly and often comes with required materials. Occasionally distracted, this student usually completes and submits required work on or near the due date. This student shows at least a minimal level of self-control and direction.

U – Unsatisfactory – Student may often be absent or tardy. When present, this student is usually unprepared. Often distracted by or distracting to others this student could be labeled unruly and/or unproductive. Assignments are rarely completed on time if at all.

Expectations:

1. Listen and participate actively in class.
2. Complete work on time. Late work may be assessed penalties of up to 20% per day.
3. If you are absent, you are required to complete the assigned work on your own time. In the event that a student misses a test, he or she will be required to provide a note of explanation signed by a parent or guardian to write a make up test. Otherwise a zero may be awarded.
4. Behave appropriately and ethically.
5. Use of computers and the Internet is a requirement of this course. You must have computer privileges and follow the school and school district codes of conduct for Internet usage. If you lose your privileges as a result of inappropriate usage it will be difficult to meet the requirements of some “in class” assignments.