



ACCOUNTING 11

Course Overview:

Starting the Course:

Accounting 11 has no pre-requisite, but is a pre-requisite for Accounting 12. In Accounting 11 we will take you through a simple accounting cycle, by examining financial accounting. Accounting 11 starts with the ethical approach to accounting, and takes you through the journaling, posting and preparation of financial statements. By the time you finish the course, you will have completed the accounting cycle in its entirety for a company.

Accounting 11 is available through the Moodle platform, and requires a computer/tablet device. Start by watching the welcome video in the course for an overview of the course. You need to be able to use the Microsoft Office Suite, including Excel, which is available to all EBUS students on their student dashboard (look for the cloud icon to open up Office 365).

Course Materials:

There is no textbook issued for this course. Instead, lessons and all practice content is found within the course in the form of tutorial videos and follow-along exercises. The learning standards for this course are available by clicking on the following link: [BCministry](#)

Testing Information:

There are two closed book quizzes in the course that are supervised. Supervised tests ensure the tests are completed as intended with no additional support or resources. Supervision forms are found and submitted within the course only, no email submission accepted.

Supervised: Any adult, of 19 years or older may supervise. If you are an adult student (19+ and have returned to education) the form includes an option for you as well.

About each Topic (in order):

All EBUS courses are designed to allow you to work on the material with an individualized, flexible timeline and at your own pace. The following time guides are just an average for planning purposes, as you may find you move more quickly or slowly, at a pace that is comfortable for you.

Ethics: up to 2hrs

Journal: up to 8hrs

Procedures: up to 1hr

Purpose: up to 1hr

Posting: up to 10hrs

Analyzing: up to 1hr

Personal: up to 1hr

Adjusting: up to 12hrs

Decisions: up to 2hrs

Principles: up to 2hrs

Statements: up to 12hrs

Best Practices: up to 1hr

Equation: up to 5hrs

Closing: up to 12hrs

Closing Piece: up to 20hrs

Mark Breakdown:

Activities: 60%

Your activities are where you get to show what you learned through the lessons and practice exercises in the course. Students are encouraged to ask questions during this process.

Quizzes: 15%

There are two open-book quizzes and two closed-book (supervised) quizzes that test on topics clearly identified in the course.

Closing Piece: 25%

The closing piece is just like your final exam or project, where everything comes together and you complete the accounting cycle from beginning to end for a company.

Contact Information:

Having Trouble or Stuck?

Your instructor will be available by email or Moodle messaging. You are also able to call your instructor directly, although messaging is preferred and often provides a quicker response.

Available Hours: 9am – 12pm, 1pm – 3pm from Monday to Friday on School Days

If your instructor is unavailable due to weather, illness or any other reason; there will be an attempt to make an alert on Moodle to inform the class.

Contact Information for this Course:

Email: kkeleher@sd91.bc.ca
Phone Numbers: 1-800-567-1236 (Main Office)
1-250-567-4638 ext: 2225
1-888-346-5245 ext: 2225

Grade Progress:

Progress Reports:

Progress reports will be emailed to the address(es) on file for all students and parents/guardians approximately every two weeks. You can expect the email to occur near the end of the school week.

Falling Behind:

Students who are not on track, may be given an “I” contract and parent contact will be made. An “I” contract may be given for a failing grade or for not keeping up to the expected pace. An “I” is for our, and your, personal records. The “I” will not be posted onto official transcripts. An “I” grade is not a fail, but rather a sign that at this moment in time, based on your progress, we cannot say with 100% assurance that you will be able to complete by the desired date.

Students who are not regularly engaged in the course, may be sent computer-generated reminder emails. Two or more weeks of inactivity may trigger an OGER email. No additional activity may result in a withdrawal.

Expectations:

To Complete and Finish Successfully:

- Remain ethical and upstanding in your assessments
- Contact your teacher when help is needed
- Review feedback from assignments and tests, where applicable
- Communicate respectfully
- Review progress reports
- Work consistently to complete by the end of your scheduled completion date