



Delta School District
Inspired Learning
Delta Access Online Learning School

Accounting 11

COURSE OUTLINE

Overview

This course is designed as an introduction to accounting concepts for those seeking entry-level employment skills or personal skills. Students gain insight into financial problems and solutions which have far-reaching benefits for entrepreneurial and professional careers. This is an essential course for business studies. This course is delivered online and students are provided with handy entry windows for responses to questions or “upload” buttons for larger files. The only supervised test is the Final Exam that must be written in Delta Access Testing Centre.

Prerequisites: none

Course Content and Timelines

The timelines suggested are based on a 10 month Fall course (September to June). If you are taking a Spring/Summer course (5 months) or joining a course with less time left you will want to adjust your timing accordingly

Unit 1: What is Accounting (3 weeks)

Unit 2: Financial Position (3 weeks)

Unit 3: Business Transactions (3 weeks)

Unit 4: Ledger Accounts (3 weeks)

Unit 5: The Income Statement (3 weeks)

Unit 6: The Journal (3 weeks)

Unit 7: Posting (3 weeks)

Unit 8: The Six-Column Worksheet (3 weeks)

Unit 9: The Adjustment Process (3 weeks)

Course Materials

No textbook is required. Course content is delivered on our Moodle platform by videos, online links and associated worksheets.

Additional Websites

None

Assessment Information

Activities	40 %
Tests	60 %

Activities

All units contain one or multiple assignments within each lesson. All instructions for each assignment are contained within the lessons along with information on how they will be assessed above the assignment submission links. Once the assignments are complete they should be scanned (if needed) and uploaded to the assignment submission box for marking. PDF's are the most effective method of submission when handing in a file. So even if using online or other applications to create your work, print or download as a PDF for submission.

Quizzes and Tests:

Unit Tests for each Unit (written on your own time – no supervision required) as well as Mid and Final!

Reporting

Bi - Weekly Progress Reports

These will be sent to both students and parents through the online website. These reports are sent via email addresses provided on course introduction forms filled out. Please make sure your online profile is up to date with this information to ensure these are received. If you need assistance with this, please contact your teacher to make sure you are getting these reports.

Report Cards

These will be issued for the Fall term in November, March and June. For Spring/Summer only a final report card will be issued in August. These reports are available for Delta School District students on student and parent connect. For those

not attending one of our high schools please call our Continuing Education office 604-940-5550 to have a copy sent.

Only students who have done enough work to meet the activity requirement for the course will get report cards by the term deadlines outlined by their teachers. Even if you are getting progress reports you are not considered an active (official student) until this is met.

Course reports are based on only what has been submitted for the Fall term until April 1st and July 15th for the Spring/Summer term. At this time all missing assignments will count in grade calculations giving students a realistic picture of current course standings. It is important when viewing report cards and progress reports up until this point that the amount of the course completed is taken into consideration. (i.e. 90% standing in a course that is only 10% complete is very different than 90% in a course that is 80% complete)

Plagiarism

Plagiarism and Academic Dishonesty

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author (Dictionary.com) <http://dictionary.reference.com/browse/plagiarism>

Plagiarism can be done either intentionally or accidentally. Regardless, it is an academic offence that carries with it varying levels of consequences – from a mark of zero for work submitted to expulsion from the course and/or on-line program. Plagiarism takes various forms: copying another's work, not citing another's original work, cutting and pasting from the internet and claiming the work as your own, allowing other students to copy and submit your work as their own, and so on. It is YOUR RESPONSIBILITY to be aware of the rules around using and citing other people's work.

An excellent website that answers questions about plagiarism can be found at:

<http://www.plagiarism.org/>

<http://www.grammarly.com/>

<http://www.englishclub.com/writing/plagiarism.htm>

<http://australianhelp.com/plagiarism>

If you are uncertain as to whether you may be plagiarizing someone's work, check with your teacher or consult the many websites that outline the rules.

If a student is found to have submitted plagiarized work, the Delta Access teacher will notify both the student and Delta Access administration to document the violation and to determine further consequences. Repeated occurrences of plagiarism will likely result in a final mark of "Failure" in the specific on-line course.

Contacting your Teacher

Teachers will inform you of the best way to contact them once you begin your course.
The current instructor is Todd Clarke – tclarke@deltaschools.ca

If you have any concerns that can not be addressed by your teacher please contact
Delta Access – btereposky@deltaschools.ca or call 604-599-6398