

Communication Plan for Accounting 11

Course Description:

Accounting 11 is an introductory course in basic accounting procedures and theory. Students learning experiences will develop an awareness and appreciation of the importance of accounting in their personal lives and as a future career. Topics covered include accounting language, accounting careers, analysis of transactions, application of the Generally Accepted Accounting Principles and Concepts, financial statements, business simulations, and completion of the accounting cycle.

Assessment:

Student performance and achievement will be assessed on a daily basis throughout the semester using a variety of methods--tests, group and individual assignments, business simulations, exams, class participation, and homework. The course will also include the development of skills in grammar and English communication (reading, writing, and oral expression skills), and in computer literacy. Regular attendance and completion of homework assignments are essential component for success in this course.

Marks will be determined as follows:

Final Semester Mark	
Tests/assignments/projects/individual class participation/group participation	55%
Mid-term Comprehensive	15%
Final Exam	30%
*Homework will be posted on the homework webpage on the school website.	

A mid-term progress report will be given to each student indicating his/her progress to date. The mid-term progress report represents a mark based on 30% of the mid-term comprehensive assessment and 70% on the other assessment pieces completed at the time of the report.

Students are responsible for completing all assigned course work. Late assignments and projects will be deducted 10% for each day they are late. If you are absent on a scheduled due date, it is still your responsibility to submit the assignment on time. Students who miss class time are responsible for keeping their work up to date. Make-ups will be given at my discretion. If a student is legitimately excused on a scheduled test day, the student should be prepared to take the test the day he/she returns. Please refer to Sydney Academy's Assessment Policy at <http://sacademy.cbv.ns.ca> select Administration>Communication Plan.

If you have any concerns, please contact me at the school (562-5464), or by e-mail (adavidson@staff.ednet.ns.ca). I look forward to a successful semester with your son or daughter. **A copy of this Communication Plan should be retained for reference throughout the semester. However, you can access a copy through the Sydney Academy Website.**

Ava Davidson
Business Teacher