



Douglas College

Douglas College Learning Centre

USING YOUR ACCOUNTING TEXTBOOK

The first three chapters of the Accounting 110/210/235 and OADM238 textbook are quite important. They will help you succeed in your accounting courses. Hence, take time to read these chapters carefully. For instance, you need to get quite familiar with every type of account mentioned in Chapter 3, including the definition, usage, and which category it is in (assets, liabilities, owner's capital, owner's withdrawals, revenues, or expenses). Also, take a look at Appendix III, Chart of Accounts (at the end of the book).

To get the most out of your textbook, for each chapter in your book, follow this process:

1. Pre-read

Before you start reading any chapter in detail, take a few minutes to look over the chapter in order to become familiar with the key vocabulary and how the chapter is organized. Getting a good sense of the main points and terminology that the chapter covers in advance helps you to read with better understanding later. This pre-reading step also helps you remember the material better later when you study the material for a test.

- ◆ Pay attention to the chapter title. Do you understand the words in the title?
- ◆ Read the learning objectives carefully. Notice which objectives you already know something about and which objectives you know nothing about.
- ◆ Scan the chapter to find all of the headings and sub-headings in order to notice how the chapter is organized. Notice the terms being used in these headings because they will be some of the key ideas that you will need to know in this chapter.
- ◆ Look at the examples, graphs, charts, and pictures. Try to notice the key ideas that these graphics are being used to illustrate.
- ◆ Look for equations. Get a sense of the equations that you will need to learn to use in this chapter.
- ◆ Notice the main ideas and terms used in the summary; then, spend some time reading over the words in the glossary and their definitions.
- ◆ Form questions in your mind (don't worry about finding answers yet).

2. Section

Divide the chapter into several manageable sections according to the learning objectives (2-3 learning objectives per section). Study only 2 – 3 learning objectives at one time.

3. Detailed reading

For each section:

- ◆ Highlight text when you think the content is important and you will need to read it again.
- ◆ Actively take notes in the margins of the book or in your notebook. Taking notes helps you think about the material and start to learn it actively. Passive reading, with no note-taking, is not an efficient way to learn material.
- ◆ Relate the illustrations in the book (entries, financial statements, formulas and forms) to the explanation in the text.
- ◆ Do not forget to study the appendix(es) after each chapter and think about what key point each appendix is there to make.
- ◆ After each section, take a break to clear your mind. Then go on to the next section.

4. Review

- ◆ Do as many practice questions as you can, especially the Exercises (they are the same level of difficulty as the questions on the exams).
- ◆ After studying the whole chapter, take a look again at the Glossary and Summary to make sure you have learned the important ideas.
- ◆ Do online exercises, including true or false, multiple choice, fill-in-the-blank, and vocabulary exercises.
http://www.mcgrawhill.ca/college/larson10/student_index.htm
- ◆ Before your quizzes and exams, review what you highlighted as well as your notes; it is also useful to review the exercises you have done.