

## Use Your Accounting Textbook

By becoming familiar with the organization and features of your textbook, you will be prepared to read purposefully and select learning activities that help you to master the objectives of your Accounting course.

### How is an Accounting Chapter Organized?

<b>Learning Objectives</b>	<p>The learning objectives tell you what you need to be able to do by the time you have completed the chapter's content. Read these <b>first</b> to preview that topics you will encounter.</p> <p>After you have read through the chapter and completed exercises, check to see if you have met the objectives. If not, go back to the sections of the chapter that relate to that objective. Also, note that your problems are labelled with (LO 1), (LO 2), etc. This helps you to easily find additional problems related to a particular objective. If you still require additional practice with a concept, look for problems that match with the learning objective you are working on.</p>
<b>Summary of Learning Objectives</b>	<p>The Summary of Learning Objectives is located at the end of the chapter, but this doesn't mean that you need to read it last! You may find it helpful to read this section in order to preview the chapter and gain an overview of the key concepts you will find. Review it at the end to reinforce your knowledge.</p>
<b>Glossary, Key Words, and Alternative Terminology</b>	<p>The glossary indicates the key terms that you must understand. These terms are also in <b>bold text</b> throughout the chapter. Be sure that you can explain each of these terms <i>in your own words</i>. Sometimes one Accounting concept can be expressed different ways. The Alternative Terminology section helps you become aware of these variations. (Tip: Knowing these variations may be helpful as you answer exam questions!).</p>
<b>Chapter Content</b>	<p>The chapter content is organized according to the learning objectives. Before you read each section, look at the headings and develop some questions that you want to answer as you read. By developing questions and reading to find the answer, you will read in a focused and purposeful way. Take brief notes as you read. Summarizing concepts you read in your own words promotes understanding, and prepares you to recall this information later on tests and exams.</p>
<b>"Before you go on... Do it"</b>	<p>By doing this exercise, you will be able to check if you have understood the concept you have been reading about well. If you are not able to answer this question, you will want to review the concept again, or seek clarification from your instructor or a peer tutor.</p>
<b>Self-study Questions and Questions</b>	<p>Use these questions to check your understanding of key concepts in the chapter.</p>
<b>Brief Exercises, Exercises and Problems</b>	<p>Begin with the problems assigned by your instructor. After you have completed these exercises and problems, note any areas that are still difficult for you – remember to check back with the learning objectives. Choose additional problems that will help you focus on the objectives that are still challenging. Reading through the problems is not enough – learning Accounting well requires that you practice each kind of problem until you can do it well.</p>

## Make a Study Plan for Accounting

### Now That You Know Your Textbook, What's Next?

By knowing your textbook and using it well, you will be on your way to developing an effective study process for your Accounting course. Your next step is to make a weekly plan for studying accounting. Consider adapting the following checklist:

<b>Study Task</b>	<b>Recommended Time</b>	<b>Completed?</b>
Preview the chapter (read the learning objectives, summary, headings, diagrams, and visual aids)	Before class	
Read the chapter and take notes	Before class	
Prepare questions to ask your Instructor	Before class	
Attend class		
Review class notes	In the first 24 hours after class	
Complete problems assigned by your instructor	After class	
Visit your Instructor's office hours and/or make an appointment with a peer tutor	As needed	
Complete additional problems/ Use <i>Wiley Plus</i> resources	Weekly	
Review the Learning Objectives to check if you've met your learning goals for the week	Weekly	

### What about Online Learning?

When you purchase your textbook, you also access online *Wiley Plus* resources. *Wiley Plus* includes short videos that explain key concepts, and online exercises. As you complete online exercises, you receive immediate feedback about whether your solutions to the questions, exercises, and problems are correct. You will also be guided to answer additional exercises when you are incorrect, which can be quite beneficial. However, on Accounting exams you will also need to be able to solve problems in long form on paper. If you answer only online problems, you may not develop this skill fully. Be sure that your practice includes both online problems and problems that you complete on paper.

By making and following a study plan, you will be able to keep on top of your course material and see your progress week by week.