

Accounting 11/12

This course covers the following topics based on the Accounting 1 textbook:

- 📖 Accounting and business
- 📖 The preparation of financial documents (balance sheet, trial balances, journal entries, income statements and ledgers)
- 📖 Understanding accounting systems and related software programs (Quickbooks)
- 📖 Business organizations and decision making
- 📖 The preparation of a personal tax return

The course is closely connected to real world examples and current accounting principles. Students will develop individual and collaborative learning skills in preparation for a career in any business environment.

Course evaluation:

- 📖 Filing and Professional Skills – 15%
 - ✓ Consistent attendance and punctuality – Please be on time, as a display of professional courtesy and respect.
 - ✓ Supply of required materials (textbook, pencil, eraser, calculator) – Would you ever go to a client meeting without bringing their file?
 - ✓ Paperwork is filed neatly in the following structure: No documents are missing. Writing is easy to read and properly formatted.
 - Notes
 - In-Class Assignments and Worksheets
 - Exams
 - Exam Corrections
 - ➔ You will receive \$100 at the beginning of the school year. Coming late or not bringing required materials to class costs \$10. Once you run out of money marks will be deducted. \$10 = 1 mark.
- 📖 In-class assignments/homework – 30%
- 📖 Chapter tests – 40%
- 📖 Chapter test corrections – 15%

Cell phone policy:

Texting during class demonstrates a lack of respect to fellow students and the teacher, just as texting during a business meeting would show a lack of respect for coworkers and the boss. In the workplace, behaviors like these may result in a poor performance evaluation and a less-than-stellar reputation. In the classroom it will lead to poor test results and a lack of collaboration. Please turn your cell phone on silent and keep it in your backpack during class unless instructed otherwise.

I am looking forward to an educational and fun year and encourage you to contact me with any questions:

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