

## Course Outline

### I. Topics covered in this course

- a) Accounting and business
- b) The preparation of financial documents (balance sheet, trial balances, journal entries, income statements and ledgers)
- c) Understanding accounting systems and related software programs (Quickbooks)
- d) Business organizations and decision making
- e) 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.

### II. Course Evaluation

- a) In-class assignments– 60%
  - i) Book exercises to be completed in class only. Each chapter booklet is due on the day of the exam. No late submissions will be accepted as sufficient class time will be allocated.
  - ii) Excel and Quickbooks Online Exercises.
  - iii) Monopoly worksheets/assignments.
  - iv) Guest Speaker participation. Please be on time and engage with our guest speakers through questions and discussions.
- b) Chapter tests – 40%
  - i) Corrections of errors count for 50% of the lost marks and can only be done in class.

### III. 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.

### IV. Contact

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

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