**INTRO TO ACCOUNTING 120**

**Mrs. A. Pleadwell**

**February – June 2024**

**Online Course website: nbvhs.nbed.nb.ca**

**Software: Microsoft Excel**

**Communication will be done with Teams.**

LEARNING OUTCOMES:

1. To introduce skills necessary for general accounting and bookkeeping.
2. To identify and understand the need for and the various careers associated with financial management.
3. To understand the various activities comprising the accounting cycle for each fiscal period.
4. To be able to prepare financial documents with a spreadsheet application.
5. To apply the basic analytical skills used to make financial decisions.
6. To better learn to manage personal finances.
7. To gain skills in using spreadsheet software.

Module Topic

 1 Basic Accounting Activities

 2 The Balance Sheet

 3 Changes in Financial Position

 4 Debit and Credit Theory

 5 The Expanded Ledger

 6 Source Documents and Tax

 7 Posting

 8 The Worksheet and Financial Statements

 9 Completing the Cycle

EVALUATION:

Assignments 50

Quizzes 20

Final Assessment 30

TOTAL 100

Have your parent/guardian email me with your name and his/her contact information before September 23, 2014 for bonus marks.

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NOTE:

It is very important that you keep with the pace of the class. It is very difficult to understand new concepts if you are behind.

Have your parent/guardian email me with your name and his/her contact information before September 23, 2014 for bonus marks.

The dropboxes will have deadlines set. If you go past that date, you will not be able to upload the assignment for marks.