**INTRO TO ACCOUNTING 120**

**Mrs. A. Pleadwell**

**February – June 2023**

**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 Evaluation

 1 Basic Accounting Activities 5%

 2 The Balance Sheet

 3 Changes in Financial Position 15%

 4 Debit and Credit Theory 15%

 5 The Expanded Ledger 15%

 6 Source Documents and Tax 10%

 7 Posting 10%

 8 The Worksheet and Financial Statements 15%

 9 Completing the Cycle 15%

 100%

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.