**Accounting 120 Ms. S. Hudson Room 238**

***Much work is completed in class therefore attendance is extremely important! It is very important that time missed due to illness or Doctor appointments be accompanied by a note from your Doctor.***

**Materials Required:**

Calculator (basic), pen AND pencil, ruler.

***Overview:***

The focus of this course is to provide the essential understandings and framework of basic accounting. Students will better manage personal finances, understand obligations of business owners, and make informed decisions concerning life careers and choices. The intention of this course is to encourage students to further their education in post secondary business studies.

Upon completion of this course, students will meet the following outcomes:

* Identify and understand the essential need for and the various careers associated with financial management.
* Demonstrate comprehension of daily activities which comprise the accounting cycle for each fiscal period.
* Develop the ability to prepare financial documents using a spreadsheet application.
* Develop basic analytical skills used to make financial decisions.

***Classroom Expectations***

1. It is assumed students will do all assigned work to the best of their ability and come for extra help when necessary.
2. Students are responsible for ensuring they are prepared for class, with all materials, and their homework completed.
3. Students are responsible for all work assigned, whether or not they were present when the work was given.
4. Due dates are to be respected. If there is a problem regarding an assignment being passed in on time, the student is expected to see the teacher about an extension.
5. Students are also expected to be polite, respectful and on time.

***Evaluation:***

Terms 70%

Final Exam 30%

Term Marks:

Tests and quizzes: 50%

Workbook 40%

Projects: 10%