

Accounting 12

Structure of the course:

Accounting and Business	The Work Sheet and Financial Statements
The Balance Sheet	Completing the Accounting Cycle
Analyzing Changes in the Financial Position	Cash Control and Banking
The Simple Ledger	Accounting for Cash
The Expanded ledger	Accounting for a Merchandising Business
The Journal and Source Documents	Modifying Accounting Systems
Posting	Business Organizations and Decision-Making

Competencies:

Reasoning and modelling
Understanding and solving
Communicating and representing
Connecting and reflecting

Assessment:

- **Homework Assignments:**
 - Best way to prepare for tests and therefore worth doing 😊
- **Quizzes:**
 - Are a great way to prepare for tests and boost your overall mark as they tend to have easier questions
 - If you miss a quiz, we will use your test mark as we WILL NOT BE REDOING Quizzes.
- **Tests:**
 - If you miss a test or you would like to redo a test, there will be a class at the end of the course when you will be able to do it again.
 - Cheating is unacceptable and a notification of cheating will be sent to the counsellors, administrators, and parents.

Attendance:

- **Lates:**

Being late to class shows a lack of consideration to the teacher and other students. Also, late students miss important information, disturb others, and interrupt the teacher. Please make a concerted effort to be on time.
- **If you miss a class:**
 - If it is a **test** day you get 0 until you write the test
 - If it is a regular day:

- All the lessons will be recorded and homework posted so please make sure that you go over it before next class so that you can follow the new lesson.
- **If you miss three or more classes:**
 - Parents will be contacted
 - You will be referred to the office

Classroom Expectations:

- **Off-Task:**
 - A few minutes of talking (subject related or not), mental break, relaxing, etc. is normal considering the length of class but should not be excessive or disruptive to others
 - Walking around the class is always disruptive and therefore not permitted
 - If you finish the test or all of your work early you may work on other school work or read a book
- **Behaviour:**

It is expected that students will behave in a responsible, considerate, and respectful manner at all times. Please raise your hand to ask or answer a question and do not talk during a lesson or an announcement. Also, remember that you do not pack up your materials until your teacher instructs you to.
- **Washroom/walk breaks:**
 - You are encouraged to use the washroom prior to coming to school due to COVID recommendations.
- **Supplies:**
 - Every class **before** class starts you should have a pencil, eraser, calculator (you may not use your phone as a calculator), class notes/binder and textbook.
- **Phones:**
 - Please put your phone in your bag at the beginning of class and leave it there until end. Please ask parents to call/text you between classes and not during class.
- **Food:**
 - No food (including gum) or drinks allowed in the class (except water)