



## ACCOUNTING 12

### Course Overview:

#### Starting the Course:

Accounting 11 is a pre-requisite for Accounting 12, as you are expected to know how to complete the accounting cycle from recording and posting to preparing financial statements. In Accounting 11 we looked at the accounting cycle. Accounting 12 starts with the management side and reporting expectations and guidelines. In Accounting 12, practical applications of accounting are applied to payroll, inventory systems, specialized journals, subsidiary ledgers, investments, internal controls, cash flows and finally a brief view of calculating a company's position in the market.

Accounting 12 is available through the Moodle platform, and requires a computer/tablet device. Start by watching the welcome video in the course for an overview of the course. You need to be able to use the Microsoft Office Suite, including Excel, which is available to all EBUS students on their student dashboard (look for the cloud icon to open up Office 365).

#### Course Materials:

There is no textbook issued for this course. Instead, lessons and all practice content is found within the course in the form of tutorial videos and follow-along exercises. The learning standards for this course are available by clicking on the following link: [BCministry](#)

#### Testing Information:

There are two closed book tests in the course that are invigilated. Invigilated tests ensure the tests are completed as intended with no additional support or resources. Invigilation forms are found and submitted within the course only, no email submission accepted. Forms must be submitted at least one week prior to the desired date and time.

Invigilated: Any preapproved location or individual as found on the Ebus Academy invigilation map in the course.

#### About each Topic (in order):

All EBUS courses are designed to allow you to work on the material with an individualized, flexible timeline and at your own pace. The following time guides are just an average for planning purposes, as you may find you move more quickly or slowly, at a pace that is comfortable for you.

**Reporting:** up to 1hr

**Specialized:** up to 8hrs

**Outlook:** up to 3hrs

**Management:** up to 5hrs

**Investments:** up to 12hrs

**Industry Norms:** up to 1hr

**Payroll:** up to 12hrs

**Internal Controls:** up to 8hrs

**Closing Piece:** up to 20hrs

**Inventory:** up to 12hrs

**Cash Flow:** up to 8hrs

## Mark Breakdown:

### Activities: 60%

Your activities are where you get to show what you learned through the lessons and practice exercises in the course. Students are encouraged to ask questions during this process.

### Quizzes: 30%

There are four open-book quizzes and two closed-book (invigilated) quizzes that test on topics clearly identified in the course. Some quizzes have multiple attempts, read quiz instructions prior to starting.

### Closing Piece: 10%

The closing piece is an exploratory activity where QuickBooks is used as the accounting software for a mock company. The grade for the final activity is based on how far a student is willing to take their learning.

## Contact Information:

### Having Trouble or Stuck?

Your instructor will be available by email or Moodle messaging. You are also able to call your instructor directly, although messaging is preferred and often provides a quicker response.

### Available Hours: 9am – 12pm, 1pm – 3pm from Monday to Friday on School Days

If your instructor is unavailable due to weather, illness or any other reason; there will be an attempt to make an alert on Moodle to inform the class.

### Contact Information for this Course:

Email: [kkeleher@sd91.bc.ca](mailto:kkeleher@sd91.bc.ca)  
Phone Numbers: 1-800-567-1236 (Main Office)  
1-250-567-4638 ext: 2225  
1-888-346-5245 ext: 2225

## Grade Progress:

### Progress Reports:

Progress reports will be emailed to the address(es) on file for all students and parents/guardians approximately every two weeks. You can expect the email to occur near the end of the school week.

### Falling Behind:

Students who are not on track, may be given an “I” contract and parent contact will be made. An “I” contract may be given for a failing grade or for not keeping up to the expected pace. An “I” is for our, and your, personal records. The “I” will not be posted onto official transcripts. An “I” grade is not a fail, but rather a sign that at this moment in time, based on your progress, we cannot say with 100% assurance that you will be able to complete by the desired date.

Students who are not regularly engaged in the course, may be sent computer-generated reminder emails. Two or more weeks of inactivity may trigger an OGER email. No additional activity may result in a withdrawal.

### **Expectations:**

#### **To Complete and Finish Successfully:**

- Remain ethical and upstanding in your assessments
- Contact your teacher when help is needed
- Review feedback from assignments and tests, where applicable
- Communicate respectfully
- Review progress reports
- Work consistently to complete by the end of your scheduled completion date