

ACCOUNTING ESSENTIALS

CROCUS PLAINS REGIONAL SECONDARY SCHOOL



with

Mrs. Kasprick

→ 2025-2026

Contact Information

Mrs. Jennifer Kasprick



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Room 220



1:20 pm – 2:25 pm



This course provides students with an opportunity to gain an understanding of basic accounting concepts and principles. With an emphasis on accounting for a service business, you will apply your knowledge and skills to complete the stages of the accounting cycle.

Technical Skills:

- Bookkeeping
- Microsoft Excel

Transferrable Skills:

- Numeracy
- Organization
- Critical Thinking
- Reading Text
- Writing
- Document Use

Course Evaluation Structure

This class will follow the following grading:

75%	20 %	5%
Assignments & Tests	Final Exam	Employability Skills

Academic Achievement

The final mark for term work, within the respective categories, (tests, assignments, labs, and projects) will be cumulative. Grades will be calculated on summative assessment information only. The final calculation will be a fair reflection of a student's achievement of the learning outcomes.

Online Resources

Microsoft Teams
Class Notebook

Textbooks

Principles of Accounting

Assessment Guidelines

There are various purposes for assessment:

- *Assessment for learning (formative assessment)*: where assessment helps teachers gain insight into what students understand in order to plan and guide instruction, and provide helpful feedback to students.
- *Assessment as learning (formative assessment)*: is characterized by students reflecting on their own learning and making adjustments so that they achieve deeper understanding.
- *Assessment of learning (summative assessment)*: where assessment informs students, teachers and parents, as well as the broader educational community, of achievement at a certain point in time in order to celebrate success, plan interventions and support continued progress.

General Learning Outcomes

Students will:

- Demonstrate critical, creative and innovative thinking.
- Employ current and emerging technologies used in business and industry.
- Demonstrate business communication skills.
- Demonstrate an understanding of ethical and legal standards.
- Identify historical influences and emerging trends as innovative sources for business.
- Demonstrate awareness of sustainability in business.
- Demonstrate an understanding of the impact culture and diversity have on business.
- Describe and demonstrate employability skills.
- Explore education and career opportunities.
- Analyze the role of business in society.
- Demonstrate an understanding of the accounting procedures required to complete the accounting cycle.



COURSE UNITS

1. The Balance Sheet

- Identify the role of accounting for a service business.
- Apply the accounting equation
- Apply knowledge of specific account classifications.
- Demonstrate an ability to prepare financial statements for a service business.
- Apply basic principles associated with IFRS.

2. Balance Sheet Accounts

- Apply the debit and credit theory.
- Apply the accounting equation

3. The Income Statement

- Apply knowledge of specific account classifications.
- Apply basic principles associated with IFRS.
- Identify the purpose of each stage of the accounting cycle for a service business.
- Demonstrate an ability to prepare financial statements for a service business.

4. The Journal and the Ledger

- Identify the purpose of each stage of the accounting cycle for a service business.
- Interpret and analyze source documents for a service business.
- Demonstrate an ability to record general journal entries.
- Demonstrate an ability to post the general ledger and subsidiary ledgers for a service business.

5. Worksheet & Classified Financial Statements

- Identify the purpose of each stage of the accounting cycle for a service business.
- Demonstrate an ability to prepare financial statements for a service business.
- Apply the accounting equation

6. Completing the Accounting Cycle

- Identify the purpose of each stage of the accounting cycle for a service business.
- Demonstrate an ability to complete a worksheet with adjustments for a service business.
- Demonstrate an ability to journalize a post adjusting entries for a service business.
- Demonstrate an ability to journalize and post closing entries for a services business.
- Demonstrate an ability to prepare a post-closing trial balance for a service business.

7. Cash Control

- Demonstrate an ability to journalize bank reconciliations and petty cash entries.
- Explain the purpose of cash controls.
- Identify the procedures for controlling cash within a service business.
- Demonstrate an ability to control cash receipts.
- Demonstrate an ability to monitor business bank accounts.
- Demonstrate an ability to manage a petty cash account.
- Identify the purpose of each stage of the accounting cycle for a service business.
- Interpret and analyze source documents for a service business.

8. Payroll

- Demonstrate the ability to journalize and post payroll transactions for employers' payroll expenses and remittance of payroll liabilities.
- Explain the purpose of accounting procedures for payroll.
- Calculate and explain payroll deductions (mandatory and voluntary).
- Demonstrate the ability to prepare a payroll register.
- Demonstrate an ability to prepare a trial balance for a service business.