



Course Information Sheet

Course Title Accounting Essentials – Workplace

Course Code BAI3E0

What do you do in this course?	What you do NOT do in this course.
Learn about: <ul style="list-style-type: none"> • how a business is managed and the numbers behind decisions • basic principles and procedures of accounting • preparing financial statements and understanding and recording business transactions -Use computers to learn about 'real' electronic accounting and real world business applications (excel, sheets) -Independent work as well as some group work -Basic math (add, subtract, multiply and divide)	<ul style="list-style-type: none"> • Advanced math

Recommended knowledge/skills for successful completion
<ul style="list-style-type: none"> • Have an interest in the business world, as the skills learned in this class can be applied to the majority of jobs in the business world and your life • Ability to follow written and verbal instructions • Attention to detail • Time-management, leadership and communication skills • Self-regulation skills—complete work daily • Teamwork skills • Problem-solving skills

<u>Other (e.g. homework commitment)</u>
<ul style="list-style-type: none"> • Regular daily homework in the form of questions/exercises to be completed from textbook • Test Preparation • Computer-based assignments and in-class presentations

Please note: This form will assist students/parents in selecting courses that reflect the aptitudes and interests of the student. Be sure to check the common course calendar for a required prerequisite.