



## Tentative Timeline

FIN 1010 – Personal Financial Information	3 weeks
FIN 2060 – Personal Taxation	3 weeks
FIN 1015 – Accounting Prep	3 weeks
FIN 1020 – Accounting Cycle 1	3 weeks
FIN 1030 – Accounting Cycle 2	3 weeks
FIN 1910 – Fin Project A	2 weeks

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## Required Materials

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| <ol style="list-style-type: none"><li>1) Chromebook</li><li>2) Binder &amp; lined loose-leaf paper (or notebook)</li><li>3) Pencils, Pens, Erasers</li><li>4) Calculator</li><li>5) Student Agenda</li></ol> |
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## Evaluation

Students will receive a separate mark for each of the 5 modules. Each module is worth 1 credit. Students who complete all content for each of the five modules will receive 5 credits total for this course. Each module will include assignments, projects, portfolio work, and a self- evaluation.

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## Course Outcomes

### **FIN 1010 – Personal Financial Information**

- Explain the importance of a code of conduct
- Identify and explain factors that affect an individual’s financial management
- Identify and explain personal acquisition and use of financial resources
- Prepare a personal budget

### **FIN 2060 – Personal Taxation**

- The different kinds of taxes and their purposes; e.g. GST, PST
- The role of the Canada Revenue Agency in the collection and distribution of direct taxes
- How Canadian tax dollars are spent
- The rights and responsibilities of the Canadian taxpayer

### **FIN 1015 – Accounting Prep**

- Examine accounting practice
- Set up an accounting system

### **FIN 1020 – Accounting Cycle 1**

- Analyze business transactions
- Journalize transactions
- Post journal entries to the appropriate general ledger accounts
- Identify the types of accounting errors and apply appropriate correction techniques
- Record ledger account balances on a trial balance

### **FIN 1030 – Accounting Cycle 2**

- Identify and apply the steps in the accounting cycle, from the worksheet to the post-closing trial balance, for a service business
- Recognize the need to preparing budgets

### **FIN 1910 – Fin Project A**

- Students develop project design and management skills to extend and enhance competencies and skills through contexts that are personally relevant.
- Student projects will connect to two CTS courses – one from finance and one from any occupational area

## **Classroom Expectations**

1. Respect yourself, classmates, and school staff.
2. Be responsible: Attend class and be on time for class.
3. Be prepared to listen, learn & participate.
4. Be prepared for class. Be ready to work before the bell rings. Bring all your supplies that you will need (binder/notebook, pencil, eraser, calculator, water bottle).
5. All electronic devices (cell phones, Chromebooks, earbuds, headphones, etc.) are only to be used with Mrs. Brost’s permission.
6. Healthy food and drinks are permitted in the classroom.
7. Students are not permitted to leave class without teacher permission.



## Procedures

### Arriving Late

A student who is not in the classroom when the second bell rings is considered late. Late students are not to disrupt the class. Enter the room quickly and quietly and find your seat. Too many lates = detention(s) at lunch...& a late contract...

### End of class

Class is over when the bell rings. Please do not pack up or leave class until the bell rings to signal class is over. Use your class time wisely...more time spent working during class = more concepts learned = less/no homework in the evenings.

### Detentions

Inappropriate behaviour will not be tolerated. Please refer to your agenda. Detentions will be served at lunch time for inappropriate behaviour. If you skip your detention, you will not be allowed in class until you serve it.

### Using the Washroom

The washroom may be used if necessary. Please try to go before class. If you are given permission to go to the washroom, you are not to go elsewhere (ie. other classrooms, hanging out in the hallway, the office...). If you are found somewhere else during your washroom break, you will lose the privilege of using the washroom during class.

### Hand-In Basket

The black basket on the edge of my desk is where all required hand-in work goes.

### Missed Handouts

On the grey shelf by the door there is a basket where extra handouts will be placed.

### Extra Help/Absences

I expect you to use your class time wisely – be an active listener, ask questions, and work on assignments/projects during class time. There are 75 minutes/class, so that is a lot of time to get work done. Typically, there should be enough class time to complete your work so that homework is not necessary. If you are absent, you are still expected to complete the assigned work. If you need help, TAG is a great time to get the help you need. If TAG isn't enough time, talk to me about getting help during lunch as well.

### Late Assignments

Students are expected to hand in all work by the assigned due date. If you need an extension, you must talk to me **before** the due date, and we can work something out.

### Communication

Please talk to me if you have any questions or concerns! You may always find me during the school day to chat (in class, TAG, lunch, before or after school) or you may email me [tenellebrost@prrd8.ca](mailto:tenellebrost@prrd8.ca)

It is **my goal** for you to experience success in this class. I am here to help you every step of the way. **You** must first want to be successful and believe that you can reach your goal. The following strategies will help yourself achieve your goal:

1. Be an active listener and stay engaged during class
2. Complete your work during class time
3. Ask questions during class when you don't understand a concept

**My final piece of advice for a successful semester...**

