



Chilliwack School District

Adult Business Certificate of Technology / Adult Dogwood Diploma

Updated Feb. 19 2018

Instructor:	Darren Watt	Location:	Sardis Secondary Lab B-208
Sardis Secondary phone number:	604.858.9424	Instruction times:	Mon. 3:00 – 8:30 Tues. 3:00 – 8:30
Instructor email :	darren_watt@sd33.bc.ca	Number of Courses:	Adult Dogwood: English 12, Accounting 11 and 3 other courses
Course start date:	Last week in August.	Course end date:	Last week in June.

Math and English Course Credits:

Accounting 11 *Math Credit*

English 12 *Focus on business*

- **Writing:** business communication, reports etc.
- **Reading:** organizational behavior/management and other business topics

Any three of the following Gr. 12 Course Credits:

Business Information Management 12

- Microsoft Word / PowerPoint
- **Optional** Microsoft Office Specialist Cert.

Data Management 12

- Microsoft Excel / Access
- **Optional** Microsoft Office Specialist Cert.

Accounting 12

- Sage Accounting:
- Receivables/Payables /Payroll/Inventory

Marketing 12

- Retail and Global Marketing

Grading Scale:

- A Superior (86% to 100%) The student has mastered the material of the course and has demonstrated exceptional critical skills and originality

- B Good Work (73% to 85%) The student has demonstrated a thorough and above average understanding of the material of the course.
- C+ High Average (67% to 72%) The student has demonstrated a thorough and satisfactory understanding of the material of the course at a maximum level.
- C Average (60% to 66%) The student has demonstrated a thorough and satisfactory understanding of the material of the course.
- C- Low Average (50% to 59%) The student has demonstrated a thorough and satisfactory understanding of the material of the course at a minimal level.
- F (Any final grade below 50%)
- W Withdrew

Attendance: Classroom delivery work requires regular attendance. On-line students must submit their work-in-progress files a minimum of twice weekly in keeping with a schedule set up by the instructor.

Late Assignments/Missed Quizzes /Exams: Students work on a self-paced schedule, however regular attendance is required to complete in a timely manner.

Required Resources: Microsoft Office 2016. MS Office software is available for the duration of the course provided students have a more current version of Windows installed on a computer. Sage Accounting Software is also required for Accounting 12 and will be available for the duration of the course to students. A reliable internet connection is mandatory for on-line students. **Optional:** Students may purchase at their own expense for \$75, software for practicing for the MOS certification exams. This software covers all core and basic tests and is valid from one year of purchase.

Microsoft Office Specialist Certification: Course exams and practice material based on the outcomes of the Microsoft Office Specialist certification, however, students are not required to pass the MOS certification test to pass the course. MOS certification is optional and students may return after a course has been complete to write a MOS test at any time in the future. Tests cost \$30 per attempt.

Accounting 11

Course Description: This course will cover the essentials of accounting using the double-entry method utilized by all businesses to track money. While most introductory courses have traditionally utilized a paper and pencil approach prior to utilizing accounting software, this course is unique. Computer templates will be utilized which automate a lot of the arithmetic, making it easier for students to learn the concepts instead of trying to find small errors. Accounting is a fundamental aspect of every business from retail stores, restaurants, and heavy industrial occupations to movie productions, professional sport teams and the music industry.

Student Learning Outcomes:

By the end of this course, students will be able to:

- Describe different types of accounting positions, designations and activities.
- Identify the steps in the Accounting Cycle and understand Generally Acceptable Accounting Principles.
- Identify various source documents, recognize and understand asset, liability, capital, revenue and expense transactions, and record in T-accounts.
- Record transactions in a General Journal, post to General Ledger, and prepare financial statements including a detailed equity section of the Balance Sheet.
- Record transactions involving PST and GST.
- Calculate depreciation and enter adjusting entries in the work sheet for a merchandising business, and understand closing entries.
- Prepare a detailed Cost of Goods Sold section for an Income Statement.
- Record transactions for sales, purchase returns, and enter transactions into a Synoptic Journal and post to the General Journal for a small business.

Assignments:

- Module 1:
 - A Introduction to Accounting: History, professional designations, types of accounting and businesses.
 - B Assets, Liabilities & Equity: Formatting financial statements, accounting equation, receivables, payables, and GAAP.
 - C Balance Sheet Transactions: Double-account transactions, and source documents.
 - D Types of Balance Sheet Transactions: Entering transactions in T-accounts.
 - E Revenue, Expenses & Net Income: Income Statement, Trial Balance, GAAP (matching, time period).
 - F Income Statement & Balance Sheet Transactions: Variety of transactions covered.
- Module2:
 - A T-Accounts Balance Sheet and Income Statement Transactions
 - B More Balance Sheet Details: Cost principle, depreciable assets, drawings, expanded equity section.
 - C Source Documents: Various types of “main” and “other” source documents.
 - D General Journal: Review of Accounting Cycle and recording transactions in General Journal.
 - E PST and GST: Recoverable and payable calculations and transactions.
 - F Accounting as a Career: Bookkeeping, accounting clerks, auditing (tax, internal, external), CGA, CMA, CA, CPA, tax and forensic accounting.
- Module 3:
 - A Posting to Ledger Manually
 - B General Journal to General Ledger: Five steps from source documents to financial statements.
 - C General Ledger to Trial Balance and Financial Statements with GST and PST

- D Ten Column Worksheet: Adjusting entries for supplies, prepaid, and depreciation.
- E Calculating Depreciation: Detailed calculations and financial statement presentation.
- F Completing the Entire Accounting Cycle: Closing entries.
- Module 4:
 - A Merchandising Business: Merchandise inventory and calculating ending inventory.
 - B Merchandising Business Continued: Sales returns and allowances with PST and GST, freight In, presentation in Income Statement
 - C Subsidiary Journals and Synoptic Journal
 - D Independent Project

Weighting:

Assignment/Projects/Questions	80%
Tests	20%

English Studies 12 (Business Focus)

Course Description: Students will cover all of the curricular competencies of the new English Studies with a specific focus on connecting and communicating within the business context when applicable.

Student Learning Outcomes:

Using oral, written, visual, and digital **texts**, students are expected individually and collaboratively to be able to:

Comprehend and connect (reading, listening, viewing)

- Read for enjoyment and to achieve personal goals
- Recognize and appreciate the role of story, narrative, and oral tradition in expressing First Peoples' perspectives, values, beliefs, and points of view
- Recognize the diversity within and across First Peoples' societies as represented in texts
- Recognize the influence of land/place in First Peoples' and other Canadian texts
- Use information for diverse purposes and from a variety of sources
- Evaluate the relevance, accuracy, and reliability of texts
- Select and apply appropriate strategies in a variety of contexts to comprehend written, oral, visual, and multimodal texts, to guide inquiry, and to extend thinking
- Understand and appreciate how different forms, formats, structures, and features of texts reflect a variety of purposes, audiences, and messages
- Think critically, creatively, and reflectively to analyze ideas within, between, and beyond texts
- Recognize and identify personal, social, and cultural contexts, values, and perspectives in texts, including gender, sexual orientation, and socio-economic-factors
- Appreciate and understand how language constructs personal, social, and cultural identities
- Construct meaningful personal connections between self, text, and world
- Evaluate how literary elements, techniques, and devices enhance and shape meaning and impact
- Recognize an increasing range of text structures and how they contribute to meaning
- Identify bias, contradictions, distortions, and omissions

Create and communicate (writing, speaking, representing) Respectfully exchange ideas and viewpoints from diverse perspectives to build shared understanding and extend thinking

- Respond to text in personal, creative, and critical ways
- Demonstrate appropriate speaking and listening skills in a variety of formal and informal contexts for a range of purposes
- Use writing and design processes to plan, develop, and create engaging and meaningful texts for a variety of purposes and audiences
- Express and support an opinion with evidence
- Assess and refine texts to improve their clarity, effectiveness, and impact
- Use the conventions of Canadian spelling, grammar, and punctuation proficiently and as appropriate to the context
- Use acknowledgements and citations to recognize intellectual property rights
- Transform ideas and information to create original texts, using various genres, forms, structures, and styles

Weighting:

Students complete 6 packages to pass course and are evaluated on their final writing ability as basic, intermediate, or advanced.

Business Information Management 12

Course Description: *Microsoft Word* is used in business for preparing various business documents and has many advanced formatting features. *Microsoft PowerPoint* is used to create business presentations with images, text, graphics and videos. Students will work through introductory to advanced skills in these software programs.

Student Learning Outcomes:

Microsoft Word

1.1 Create a Document

- 1.1.1 Create a blank document
- 1.1.2 Create a blank document using a template
- 1.1.3 Open a PDF in Word for editing
- 1.1.4 Insert text from a file or external source

1.2 Navigate Through a Document

- 1.2.1 Search for text
- 1.2.2 Insert hyperlinks
- 1.2.3 Create bookmarks
- 1.2.4 Move to a specific location or object in a document

1.3 Format a Document

- 1.3.1 Modify page setup
- 1.3.2 Apply document themes
- 1.3.3 Apply document style sets
- 1.3.4 Insert headers and footers
- 1.3.5 Insert page numbers
- 1.3.6 Format page background elements

1.4 Customize Options and Views for Documents

- 1.4.1 Change document views
- 1.4.2 Customize views by using zoom settings
- 1.4.3 Customize the Quick Access toolbar
- 1.4.4 Split the window
- 1.4.5 Add document properties
- 1.4.6 Show or hide formatting symbols

1.5 Print and Save Documents

- 1.5.1 Modify print settings
- 1.5.2 Save documents in alternative file formats
- 1.5.3 Print all or part of a document
- 1.5.4 Inspect a document for hidden properties or properties
- 1.5.5 Inspect a document for accessibility issues
- 1.5.6 Inspect a document for compatibility issues

2.1 Insert Text and Paragraphs

- 2.1.1 Find and replace text
- 2.1.2 Cut, copy and paste text
- 2.1.3 Replace text by using AutoCorrect
- 2.1.4 Insert special characters

2.2 Format Text and Paragraphs

- 2.2.1 Apply font formatting
- 2.2.2 Apply formatting by using Format Painter
- 2.2.3 Set line and paragraph spacing and indentation
- 2.2.4 Clear formatting
- 2.2.5 Apply a text highlight color to text selections
- 2.2.6 Apply built-in styles to text
- 2.2.7 Change text to WordArt

2.3 Order and Group Text and Paragraphs

- 2.3.1 Format text in multiple columns
- 2.3.2 Insert page, section, or column breaks
- 2.3.3 Change page setup options for a section

3.1 Create a Table

- 3.1.1 Convert text to tables
- 3.1.2 Convert tables to text
- 3.1.3 Create a table by specifying rows and columns
- 3.1.4 Apply table styles

3.2 Modify a Table

- 3.2.1 Sort table data
- 3.2.2 Configure cell margins and spacing
- 3.2.3 Merge and split cells
- 3.2.4 Resize tables, rows, and columns
- 3.2.5 Split tables
- 3.2.6 Configure a repeating row header

3.3 Create and Modify a List

- 3.3.1 Create a numbered or bulleted list
- 3.3.2 Change bullet characters or number formats for a list level
- 3.3.3 Define a custom bullet character or number format
- 3.3.4 Increase or decrease list levels
- 3.3.5 Restart or continue list numbering
- 3.3.6 Set starting number value

4.1 Create and Manage Reference Markers

- 4.1.1 Insert footnotes and endnotes
- 4.1.2 Modify footnote and endnote properties
- 4.1.3 Create bibliography citation sources
- 4.1.4 Modify bibliography citation sources
- 4.1.5 Insert citations for bibliographies
- 4.1.6 Insert figure and table captions
- 4.1.7 Modify caption properties

4.2 Create and Manage Simple References

- 4.2.1 Insert a standard table of contents
- 4.2.2 Update a table of contents
- 4.2.3 Insert a cover page

5.1 Insert Graphic Elements

- 5.1.1 Insert shapes
- 5.1.2 Insert pictures
- 5.1.3 Insert a screen shot or screen clipping
- 5.1.4 Insert text boxes

5.2 Format Graphic Elements

- 5.2.1 Apply artistic effects
- 5.2.2 Apply picture effects
- 5.2.3 Remove picture backgrounds
- 5.2.4 Format objects
- 5.2.5 Apply a picture style
- 5.2.6 Wrap text around objects
- 5.2.7 Position objects
- 5.2.8 Add alternative text to objects for accessibility

5.3 Insert and Format SmartArt Graphics

- 5.3.1 Create a SmartArt graphic
- 5.3.2 Format a SmartArt graphic
- 5.3.3 Modify SmartArt graphic content

Microsoft PowerPoint

1.1 Create a Presentation

- 1.1.1 Create a new presentation
- 1.1.2 Create a presentation based on a template
- 1.1.3 Import Word document outlines

1.2 Insert and Format Slides

- 1.2.1 Insert specific slide layouts
- 1.2.2 Duplicate existing slides
- 1.2.3 Hide and unhide slides
- 1.2.4 Delete slides
- 1.2.5 Apply a different slide layout
- 1.2.6 Modify individual slide backgrounds
- 1.2.7 Inset slide headers, footers, and page numbers

1.3 Modify Slides, Handouts, and Notes

- 1.3.1 Change the slide master theme or background
- 1.3.2 Modify slide master content
- 1.3.3 Create a slide layout
- 1.3.4 Modify a slide layout
- 1.3.5 Modify the handout master
- 1.3.6 Modify the notes master

1.4 Order and Group Slides

- 1.4.1 Create sections
- 1.4.2 Modify slide order
- 1.4.3 Rename sections

1.5 Change Presentation Options and Views

- 1.5.1 Change slide size
- 1.5.2 Change views of a presentation
- 1.5.3 Set file properties

1.6 Configure a Presentation for Print

- 1.6.1 Print all or part of a presentation
- 1.6.2 Print notes pages
- 1.6.3 Print handouts
- 1.6.4 Print in color, grayscale, or black and white

1.7 Configure and Present a Slide Show

- 1.7.1 Create custom slide shows
- 1.7.2 Configure slide show options
- 1.7.3 Rehearse slide show timing
- 1.7.4 Present a slide show by using Presenter View

2.2 Insert and Format Shapes and Text Boxes

- 2.2.1 Insert or replace shapes
- 2.2.2 Insert text boxes
- 2.2.3 Resize shapes and text boxes
- 2.2.4 Format shapes and text boxes
- 2.2.5 Apply styles to shapes and text boxes

2.3 Insert and Format Images

- 2.3.1 Insert images
- 2.3.2 Resize and crop images
- 2.3.3 Apply styles and effects

2.4 Order and Group Objects

- 2.4.1 Order objects
- 2.4.2 Align objects
- 2.4.3 Group objects
- 2.4.4 Display alignment tools

3.1 Insert and Format Tables

- 3.1.1 Create a table
- 3.1.2 Insert and delete table rows and columns
- 3.1.3 Apply table styles
- 3.1.4 Import a table

3.2 Insert and Format Charts

- 3.2.1 Create a chart
- 3.2.2 Import a chart
- 3.2.3 Change the Chart Type
- 3.2.4 Add a legend to a chart
- 3.2.5 Change the chart style of a chart

3.3 Insert and Format SmartArt graphics

- 3.3.1 Create SmartArt graphics
- 3.3.2 Convert lists to SmartArt graphics
- 3.3.3 Add shapes to SmartArt graphics
- 3.3.4 Reorder shapes in SmartArt graphics
- 3.3.5 Change the color of SmartArt graphics

- 3.4 Insert and Manage Media**
 - 3.4.1 Insert audio and video clips
 - 3.4.2 Configure media playback options
 - 3.4.3 Adjust media window size
 - 3.4.4 Set the video start and stop time
 - 3.4.5 Set media timing options

- 4.1 Apply Slide Transitions**
 - 4.1.1 Insert slide transitions
 - 4.1.2 Set transition effect options

- 4.2 Animate Slide Content**
 - 4.2.1 Apply animations to objects
 - 4.2.2 Apply animations to text
 - 4.2.3 Set animation effect options
 - 4.2.4 Set animation paths

- 4.3 Set Timing for Transitions and Animations**
 - 4.3.1 Set transition effect duration
 - 4.3.2 Configure transition start and finish options
 - 4.3.3 Reorder animations on a slide

- 5.1 Merge Content from Multiple Presentations**
 - 5.1.1 Inset slides from another presentation
 - 5.1.2 Compare two presentations
 - 5.1.3 Insert comments
 - 5.1.4 Review comments

- 5.2 Finalize Presentations**
 - 5.2.1 Protect a presentation
 - 5.2.2 Inspect a presentation
 - 5.2.3 Proof a presentation
 - 5.2.4 Preserve presentation content
 - 5.2.5 Export presentations to other formats

Assignments:

Word Projects and MOS prep	50%
PowerPoint Projects and MOS prep	50%
Actual MOS tests are optional	

Data Management 12

Course Description: *Microsoft Excel* is a software program used in business for organizing, calculating and presenting financial information and other data. This course will focus on extensive spreadsheet formatting, using formulas and creating graphs. *Microsoft Access* is a powerful relational database program capable of creating projects as simple as a music collection, to more sophisticated integrated databases such as a school database, integrating attendance, grades and textbook sign outs for example. This course will focus on creating data structures in tables and forms and utilizing queries in Microsoft Access while focusing on a systematic design approach to information systems in organizations.

Student Learning Outcomes:

Microsoft Access

1.1 Create and Modify Databases

- 1.1.1 Create a blank desktop database
- 1.1.2 Create a database from a template
- 1.1.3 Create a database by using Import objects or data from other sources
- 1.1.4 Delete database objects

1.2 Manage Relationships and Keys

- 1.2.1 Create and modify relationships
- 1.2.2 Set the primary key
- 1.2.3 Enforce referential integrity
- 1.2.4 Set foreign keys
- 1.2.5 View relationships

1.3 Navigate through a Database

- 1.3.1 Navigate specific records
- 1.3.2 Create and modify a navigation form
- 1.3.3 Set a form as the startup option
- 1.3.4 Display objects in the Navigation Pane
- 1.3.5 Change views of objects

1.4 Protect and Maintain Databases

- 1.4.1 Compact a database
- 1.4.2 Repair a database
- 1.4.3 Back up a database
- 1.4.4 Split a database
- 1.4.5 Encrypt a database with a password
- 1.4.6 Recover data from backup

1.5 Print and Export Data

- 1.5.1 Print reports
- 1.5.2 Print records
- 1.5.3 Save a database as a template
- 1.5.4 Export objects to alternative formats

2.1 Create Tables

- 2.1.1 Create a table
- 2.1.2 Import data into tables
- 2.1.3 Create linked tables from external sources
- 2.1.4 Import tables from other databases
- 2.1.5 Create a table from a template with application

2.2 Manage Tables

- 2.2.1 Hide fields in tables
- 2.2.2 Add total rows
- 2.2.3 Add table descriptions
- 2.2.4 Rename tables

2.3 Manage Records in Tables

- 2.3.1 Update records
- 2.3.2 Add records
- 2.3.3 Delete records
- 2.3.4 Append records from external data
- 2.3.5 Find and replace data
- 2.3.6 Sort records
- 2.3.7 Filter records

2.4 Create and Modify Fields

- 2.4.1 Add fields to tables
- 2.4.2 Add validation rules to fields
- 2.4.3 Change field captions
- 2.4.4 Change field sizes
- 2.4.5 Change field data types
- 2.4.6 Configure fields to auto-increment
- 2.4.7 Set default values
- 2.4.8 Using input masks
- 2.4.9 Delete fields

3.1 Create a Query

- 3.1.1 Run a query
- 3.1.2 Create a crosstab query
- 3.1.3 Create a parameter query
- 3.1.4 Create an action query
- 3.1.5 Create a multi-table query
- 3.1.6 Save a query

3.2 Modify a Query

- 3.2.1 Rename a query
- 3.2.2 Add fields
- 3.2.3 Remove fields
- 3.2.4 Hide fields
- 3.2.5 Sort data within queries
- 3.2.6 Format fields within queries

3.3 Create Calculated Fields and Grouping within Queries

- 3.3.1 Add calculated fields
- 3.3.2 Set filtering criteria
- 3.3.3 Group and summarize data
- 3.3.4 Group data by using comparison operators
- 3.3.5 Group data by using arithmetic and logical operators

4.1 Create a Form

- 4.1.1 Create a form
- 4.1.2 Create a form from a template with application
- 4.1.3 Save a form

4.2 Configure Form Controls

- 4.2.1 Move form controls
- 4.2.2 Add form controls
- 4.2.3 Modify data sources
- 4.2.4 Remove form controls
- 4.2.5 Set form control properties
- 4.2.6 Manage labels
- 4.2.7 Add sub-forms

4.3 Format a Form

- 4.3.1 Modify tab order
- 4.3.2 Configure Print settings
- 4.3.3 Sort records by form field
- 4.3.4 Apply a theme
- 4.3.5 Control form positioning
- 4.3.6 Insert backgrounds
- 4.3.7 Insert headers and footers
- 4.3.8 Insert images

5.1 Create a Report

- 5.1.1 Create a report based on the query or table
- 5.1.2 Create a report in Design view
- 5.1.3 Create a report by using a wizard

5.2 Configure Report Controls

- 5.2.1 Group and sort fields
- 5.2.2 Modify data sources
- 5.2.3 Add report controls
- 5.2.4 Add and modify labels

5.3 Format a Report

- 5.3.1 Format a report into multiple columns
- 5.3.2 Add calculated fields
- 5.3.3 Control report positioning
- 5.3.4 Format report elements
- 5.3.5 Change report orientation
- 5.3.6 Insert header and footer information
- 5.3.7 Insert images
- 5.3.8 Apply a theme

Microsoft Excel

1.1 Create Worksheets and Workbooks

- 1.1.1 Create a workbook
- 1.1.2 Import data from a delimited text file
- 1.1.3 Add a worksheet to an existing workbook
- 1.1.4 Copy and move a worksheet

1.2 Navigate in Worksheets and Workbooks

- 1.2.1 Search for data within a workbook
- 1.2.2 Navigate to a named cell, range, or workbook element
- 1.2.3 Insert and remove hyperlinks

1.3 Format Worksheets and Workbooks

- 1.3.1 Change worksheet tab color
- 1.3.2 Rename a worksheet
- 1.3.3 Change worksheet order
- 1.3.4 Modify page setup
- 1.3.5 Insert and delete columns or rows
- 1.3.6 Change workbook themes
- 1.3.7 Adjust row height and column width
- 1.3.8 Insert headers and footers

1.4 Customize Options and Views for Worksheets and Workbooks

- 1.4.1 Hide or unhide worksheets
- 1.4.2 Hide or unhide columns and rows
- 1.4.3 Customize the Quick Access toolbar
- 1.4.4 Change workbook views
- 1.4.5 Change window views
- 1.4.6 Modify document properties
- 1.4.7 Change magnification by using zoom tools
- 1.4.8 Display formulas

1.5 Configure Worksheets and Workbooks for Distribution

- 1.5.1 Set a print area
- 1.5.2 Save workbooks in alternative file formats
- 1.5.3 Print all or part of a workbook
- 1.5.4 Set print scaling
- 1.5.5 Display repeating row and column titles on multipage worksheets
- 1.5.6 Inspect a workbook for hidden properties or personal information
- 1.5.7 Inspect a workbook for accessibility issues
- 1.5.8 Inspect a workbook for compatibility issues

2.1 Insert Data in Cells and Ranges

- 2.1.1 Replace data
- 2.1.2 Cut, copy, or paste data
- 2.1.3 Paste data by using special paste options
- 2.1.4 Fill cells by using Auto Fill
- 2.1.5 Insert and delete cells

2.2 Format Cells and Ranges

- 2.2.1 Merge cells
- 2.2.2 Modify cell alignment and indentation
- 2.2.3 Format cells by using Format Painter
- 2.2.4 Wrap text within cells
- 2.2.5 Apply number formats
- 2.2.6 Apply cell formats
- 2.2.7 Apply cell styles

2.3 Summarize and Organize Data

- 2.3.1 Insert sparklines
- 2.3.2 Outline data
- 2.3.3 Insert subtotals
- 2.3.4 Apply conditional formatting

3.1 Create and Manage Tables

- 3.1.1 Create an Excel table from a cell range
- 3.1.2 Convert a table to a cell range
- 3.1.3 Add or remove table rows and columns

3.2 Manage Table Styles and Options

- 3.2.1 Apply styles to tables
- 3.2.2 Configure table style options
- 3.2.3 Insert total rows

3.3 Filter and Sort a Table

- 3.3.1 Filter records
- 3.3.2 Sort data by multiple columns
- 3.3.3 Change sort order
- 3.3.4 Remove duplicate records

4.1 Summarize Data by using Functions

- 4.1.1 Insert references
- 4.1.2 Perform calculations by using the SUM function
- 4.1.3 Perform calculations by using MIN and MAX functions
- 4.1.4 Perform calculations by using the COUNT function
- 4.1.5 Perform calculations by using the AVERAGE function

4.2 Perform Conditional Operations by using Functions

- 4.2.1 Perform logical operations by using the IF function
- 4.2.2 Perform logical operations by using the SUMIF function
- 4.2.3 Perform logical operations by using the AVERAGEIF function
- 4.2.4 Perform statistical operations by using the COUNTIF function

4.3 Format and Modify Text by using Functions

- 4.3.1 Format text by using RIGHT, LEFT, and MID functions
- 4.3.2 Format text by using UPPER, LOWER, and PROPER functions
- 4.3.3 Format text by using the CONCATENATE function

5.1 Create Charts

- 5.1.1 Create a new chart
- 5.1.2 Add additional data series
- 5.1.3 Switch between rows and columns in source data
- 5.1.4 Analyze data by using Quick Analysis

5.2 Format Charts

- 5.2.1 Resize charts
- 5.2.2 Add and modify chart elements
- 5.2.3 Apply chart layouts and styles
- 5.2.4 Move charts to a chart sheet

5.3 Insert and Format Objects

- 5.3.1 Insert text boxes and shapes
- 5.3.2 Insert images
- 5.3.3 Modify object properties
- 5.3.4 Add alternative text to objects for accessibility

Assignments:

Excel Projects and MOS prep 50%

Access Projects and MOS prep 50%

Actual MOS tests are optional

Accounting 12

Course Description: Students build on a strong Accounting foundation from Accounting 11 with a variety of projects using Sage Simply Accounting, the industry standard accounting program for Canadian businesses.

Student Learning Outcomes:

By the end of this course, students will be able to:

- Use Sage/Simply Accounting General Ledger to record transactions from source documents, record correcting and reversal entries, record cash and credit purchase from a variety source documents, add new accounts, advance session dates, back up files, and display reports.
- Account for HST (in other provinces) in a non-profit merchandising business with transactions involving cost of inventory, display financial statements, change company defaults, end a fiscal period, enter transactions from earlier fiscal periods, record journal entries from business simulation.
- Use the Accounts Payable module to store recurring journal entries, add new supplier, adjust a posted invoice, and enter discounts for early payments.
- Use the Accounts Receivable module to customize a sales invoice, reverse a receipt, enter credit card sales, store a recurring sales entry, adjust a posted sales journal entry, add shortcuts, recall a stored sales entry and display customer reports.
- Use the Payables module to enter payroll transactions, entitlements, adjust payroll entries, release vacation pay, make payroll tax remittances, complete a payroll cheque run, adjust a payroll run entry, terminate an employee, and display payroll reports.
- Use the Inventory module account for inventory sales and purchases, make inventory adjustments, add a new inventory item, assemble inventory items, sell to preferred customers, enter sales returns, enter purchase returns, and display reports.

Assignments:

- **Review Questions:** Review of Accounting Cycle
- **Project 1:** General Ledger Small Business: **(Muriel's Murals)**
- **Project 2:** General Ledger Non-Profit: **(Toss for Tots)**
- **Project 3:** General Ledger/Accounts Payable: **(Chai Tea Room)**
- **Project 4:** General Ledger/Accounts Payable/Accounts Receivable: **(Air Care Services)**
- **Project 5:** General Ledger/Accounts Payable/Accounts Receivable/Payroll **(Helena's Academy)**
- **Project 6:** General Ledger/Accounts Payable/Accounts Receivable/Inventory **(Adrienne Aesthetics)**

Weighting:

Assignment/Projects/Questions	80%
Final	20%

Marketing 12

Course Description: Students will learn essential Marketing concepts applied in the domestic and global markets, including e-marketing skills. Course material will cover the history, as well as present and future of implications of marketing and economic environments. Students will learn to implement marketing strategies involving decisions surrounding Price, Product, Distribution and Promotional for a wide variety of businesses.

Student Learning Outcomes:

By the end of this course, students will be able to:

- Understand the evolution of marketing, apply the 4P's marketing mix in marketing strategies, and create business proposals.
- Apply various market segmentation and psychology models to consumer purchasing.
- Understand the various legal forms of business and the external economic environment within domestic and global markets.
- Describe specific 3rd world human rights issues, environmental and other socially responsible concepts and apply ethical principles to marketing strategies.
- Analyze and interpret marketing research, understand the product classification cycle and legal protection of products and services such as patents, trademarks, copyrights and industrial design.
- Describe and implement various packaging and labeling strategies.
- Utilize pricing strategies, policies, markups, margins, and tax knowledge to analyze financial decisions.
- List the elements of domestic and global personal selling, salesmanship qualities, stages of purchase, and the steps of selling and follow up.
- Describe the communication process, types of advertising, broadcast media, print media, understand the laws of global and local email advertising, and design an international newsletter.
- Understand the basics of search engine optimization create an on-line store and analyze the results of an online store simulation.

Module 1

Course Overview and New Business Ideas

1.1 Multimedia - Course Overview

1.2 Multimedia - Marketing Concepts - Evolution, Marketing Oriented

1.3 Multimedia - New Business Idea

1.4 Activity - New Business Idea

Submit PowerPoint – New Business Idea (4%)

4P's Demographics and Forms of Business Ownership

1.5 Chapter 1: 4 P's, Demographics

1.6 Multimedia - Market vs. Sales Orientation

1.7 Multimedia - Legal Forms of Business Ownership

1.8 Multimedia - VC - Central Franchising

1.9 Activity - Franchises

Submit PowerPoint – Franchises (4%)

Socially Responsible Marketing

1.10 Multimedia -Corporate Social Responsibility

1.11 Multimedia - Sweatshops

1.12 Activity -Ethics and Socially Responsible Marketing

Submit PowerPoint – Ethics and Socially Responsible Marketing (4%)

Market Orientation and External Environments

1.13 Chapter 2: Economics, Demographics

1.14 Multimedia- VC Bankruptcy

Submit Marketing Mod1: Summaries (6%) Red Notes/Questions (2%)

Module 2

Research

2.1 Chapter 3: Marketing Research

Market Segmentation

2.2 Red Text Ch. 4: Green Text Ch. 5 Purchase Decision

2.3 Multimedia - VC Baby Boomers

2.4 Multimedia - Market Segmentation

2.5 Chapter 6: Market Segmentation

Psychographics

2.6 Website - Psychographic Profiles

2.7 Activity - Purchase Decision

Submit PowerPoint – Purchase Decision (5%)

Packaging

2.8 Multimedia - Creative Packaging

2.9 Activity - Packaging

Submit PowerPoint – Packaging (5%)

Submit Marketing Mod2: Summaries (7%) Red Notes/Questions (3%)

Midterm (10%)

Module 3

Product Life Cycle

3.1 Multimedia - New Product Creation Coca Cola

3.2 Multimedia - Historical Toy Commercials

3.3 Chapter 8: Product Strategy (add product life cycle)

3.4 Activity - Toy Product Life Cycle

Submit PowerPoint – Toys (4%)

Pricing

3.5 Multimedia - Pricing Strategies

3.6 Multimedia - Break Even Point

3.7 Multimedia - Sales Tax Implications - Internet

3.8 Chapter 10: Pricing Strategies

Distribution

3.9 Chapter 12: Distribution

3.10 Multimedia - International Shipping

3.11 Multimedia - Container Rates

Submit Marketing Mod3: Summaries (12%) Red Notes/Questions (4%)

Module 4

Promotion and Globalization

4.1 Chapter 14: Media Advertising, Direct Response, and Digital Communications

4.2 Multimedia - Coca Cola Globalization

4.3 Multimedia - Oreo Globalization

4.4 Multimedia - McDonald's Globalization

4.5 Multimedia - VC Global Foods

4.6 Multimedia - International/Global Colours

Sales Promotion and Personal Selling

4.7 Chapter 15: Sales Promotion and Personal Selling

4.8 Multimedia - International Personal Selling

4.9 Website - Sales Positions

4.10 Multimedia - VC Privacy Concerns

Internet Marketing

4.11 Multimedia - VC e-Business

4.12 Multimedia: Local or Global e-mail Advertising

4.13 Multimedia-Search Engine Optimization: SEO

4.14 Multimedia-"Elance" Utilizing International Workforce Online

4.15 Activity-Creating an Online Store

4.16 Activity-Store Analysis

Submit Marketing Mod4: Summaries (12%) Red Notes/Questions (4%) Store Spreadsheet (3%)

Submit Store Analysis (after instructor returns your Store Spreadsheet) (1%)

Final (10%)

Summaries/Projects/Questions 75%

Notes and quizzes 25%