

## COURSE INFORMATION SHEET

**DATE: 20-**  
**SECONDARY SCHOOL: BISHOP ALLEN ACADEMY**  
**DEPARTMENT HEAD:**  
**TEACHER:**  
**DEPARTMENT: BUSINESS/COMPUTER STUDIES**



<b>CURRICULUM POLICY DOCUMENT</b>		<b>THE ONTARIO CURRICULUM, GRADES 11 AND 12, BUSINESS STUDIES, 2006</b>	
<b>COURSE TITLE</b>	Financial Accounting Fundamentals	<b>COURSE CODE</b>	BAF3M
<b>PRE-REQUISITE</b>	None	<b>GRADE &amp; TYPE</b>	Grade 11 University/College Preparation
<b>FULL YEAR / SEMESTER</b>	Semester	<b>CREDIT VALUE</b>	One

<b>COURSE DESCRIPTION</b>
<p>This course introduces students to the fundamental principles and procedures of accounting. Students will develop financial analysis and decision-making skills that will assist them in future studies and/or career opportunities in business. Students will acquire an understanding of accounting for a service and a merchandising business, computerized accounting, financial analysis, and ethics and current issues in accounting.</p>

<b>LISTED IN ORDER OF INSTRUCTIONAL DELIVERY</b>		
<b>STRAND / UNIT TITLES</b>	<b>HOURS</b>	<b>OVERALL EXPECTATIONS</b>
<b>UNIT 1: FUNDAMENTAL ACCOUNTING PRACTICES</b>	<b>38</b>	<p>By the end of this course, students will:</p> <ul style="list-style-type: none"> <li>• describe the discipline of accounting and its importance for business;</li> <li>• describe the differences among the various forms of business organization;</li> <li>• demonstrate an understanding of the basic procedures and principles of the accounting cycle for a service business.</li> </ul>
<b>UNIT 2: ADVANCED ACCOUNTING PRACTICES</b>	<b>17</b>	<p>By the end of this course, students will:</p> <ul style="list-style-type: none"> <li>• demonstrate an understanding of the procedures and principles of the accounting cycle for a merchandising business;</li> <li>• demonstrate an understanding of the accounting practices for sales tax;</li> <li>• apply accounting practices in a computerized environment.</li> </ul>
<b>UNIT 3: INTERNAL CONTROL, FINANCIAL ANALYSIS, AND DECISION MAKING</b>	<b>12</b>	<p>By the end of this course, students will:</p> <ul style="list-style-type: none"> <li>• demonstrate an understanding of internal control procedures in the financial management of a business;</li> <li>• evaluate the financial status of a business by analyzing performance measures and financial statements;</li> <li>• explain how accounting information is used in decision making</li> </ul>
<b>UNIT 4: ETHICS, IMPACT OF TECHNOLOGY, AND CAREERS</b>	<b>32</b>	<p>By the end of this course, students will:</p> <ul style="list-style-type: none"> <li>• assess the role of ethics in, and the impact of current issues on, the practice of accounting;</li> <li>• assess the impact of technology on the accounting functions in business;</li> <li>• describe professional accounting designations and career opportunities.</li> </ul>

<b>STUDENT EVALUATION CRITERIA</b>				
<b>TERM – 70%</b>		<b>FINAL – 30%</b>		<b>FINAL REPORT CARD GRADE CALCULATION – 100%</b>
<b>10 ≤ RELATIVE EMPHASIS / WEIGHTING ≤ 40</b>		<b>RELATIVE EMPHASIS / WEIGHTING</b>		<b>TERM TOTAL + FINAL TOTAL = REPORT CARD MARK</b>
<b>KNOWLEDGE/UNDERSTANDING</b>	20	Exam	30	
<b>INQUIRY/THINKING</b>	15			
<b>COMMUNICATION</b>	10			
<b>APPLICATION</b>	25			
<b>TERM TOTAL</b>	<b>70</b>	<b>FINAL TOTAL</b>	<b>30</b>	

<b>ASSESSMENT FORMAT USED</b>			
<b>WRITTEN</b>	<b>PERFORMANCE</b>	<b>OTHER</b>	
<b>Unit Tests</b>	<b>Presentation</b>	<b>Case Studies</b>	
<b>Quizzes</b>			
<b>Essay</b>			

<b>RESOURCES</b>	
<b>TEXTBOOK</b>	<u>Accounting 1 Sixth Edition</u> – Syme, Ireland
<b>STUDENT WORKBOOK</b>	<u>Accounting 1 Sixth Edition</u> – Syme, Ireland – Student Pages

<b>POLICIES &amp; PROCEDURES</b>	
<b>LATE ASSIGNMENTS</b>	For assignments submitted after the due date, marks will be deducted according to the Late Policy stated in school agenda.
<b>PLAGIARISM</b>	See “School Code of Behaviour”
<b>Homework</b>	Homework is assigned to review and complete class work.
<b>Extra Help</b>	A buddy –system is established for peer assistance. After school assistance is provided as need arises

<b>LEARNING SKILLS CRITERIA</b>	
<b>IN EACH REPORTING PERIOD, REPORT ON THE QUALITY OF THE LEARNING SKILLS DEMONSTRATED BY THE STUDENT IN EACH OF THE CATEGORIES IDENTIFIED ON THE REPORT CARD USING THE FOLLOWING LETTER SYMBOLS.</b>	
<b>E–EXCELLENT</b>	<b>G–GOOD</b>
<b>S–SATISFACTORY</b>	<b>N–NEEDS IMPROVEMENT</b>
<b>SKILL: WORKS INDEPENDENTLY</b>	
<b>INDICATORS:</b>	
<ul style="list-style-type: none"> <li>• accomplishes tasks independently</li> <li>• accepts responsibility for completing tasks</li> <li>• follows instructions</li> <li>• regularly completes assignments on time and with care</li> <li>• demonstrates self-direction in learning</li> <li>• independently selects, evaluates, and uses appropriate learning materials, resources, and activities</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrates persistence in bringing tasks to completion</li> <li>• uses time effectively</li> <li>• uses prior knowledge and experience to solve problems and make decisions</li> <li>• reflects on learning experiences</li> </ul>
<b>SKILL: ORGANIZATION</b>	
<b>INDICATORS:</b>	
<ul style="list-style-type: none"> <li>• organizes work when faced with a number of tasks</li> <li>• devises and follows a coherent plan to complete a task</li> <li>• follows specific steps to reach goals or to make improvements</li> <li>• revises steps and strategies when necessary to achieve a goal</li> </ul>	<ul style="list-style-type: none"> <li>• manages and uses time effectively and creatively</li> <li>• demonstrates ability to organize and manage information</li> <li>• follows an effective process for inquiry and research</li> <li>• uses appropriate information technologies to organize information and tasks</li> </ul>
<b>SKILL: INITIATIVE</b>	
<b>INDICATORS:</b>	
<ul style="list-style-type: none"> <li>• seeks out new opportunities for learning</li> <li>• responds to challenges and takes risks</li> <li>• demonstrates interest and curiosity about concepts, objects, events, and resources</li> <li>• seeks necessary and additional information in print, electronic, and media resources</li> <li>• identifies problems to solve, conducts investigations, and generates questions for further inquiry</li> <li>• requires little prompting to complete a task, displaying self-motivation and self-direction</li> </ul>	<ul style="list-style-type: none"> <li>• approaches new learning situations with confidence and a positive attitude</li> <li>• develops original ideas and devises innovative procedures</li> <li>• attempts a variety of learning activities</li> <li>• seeks assistance when needed</li> <li>• uses information technologies in creative ways to improve learning for self or others</li> </ul>
<b>SKILL: TEAMWORK</b>	
<b>INDICATORS:</b>	
<ul style="list-style-type: none"> <li>• works willingly and cooperatively with others</li> <li>• shares resources, materials, and equipment with others</li> <li>• responds and is sensitive to the needs and welfare of others</li> <li>• solves problems collaboratively</li> <li>• accepts various roles, including leadership roles</li> <li>• takes responsibility for his or her own share of the work to be done</li> <li>• works to help achieve the goals of the group or the class</li> <li>• helps to motivate others, encouraging them to participate</li> <li>• contributes information and ideas to solve problems and make decisions</li> </ul>	<ul style="list-style-type: none"> <li>• questions the ideas of the group to seek clarification, test thinking, or reach agreement</li> <li>• shows respect for the ideas and opinions of others in the group or class</li> <li>• listens attentively, without interrupting</li> <li>• in discussions, paraphrases points of view and asks questions to clarify meaning and promote understanding</li> <li>• recognizes the contribution of group members by means of encouragement, support, or praise</li> <li>• seeks consensus and negotiates agreement before making decisions</li> </ul>
<b>SKILL: WORK HABITS/HOMEWORK</b>	
<b>INDICATORS:</b>	
<ul style="list-style-type: none"> <li>• completes homework on time and with care</li> <li>• puts forth consistent effort</li> <li>• follows directions</li> <li>• shows attention to detail</li> <li>• uses materials and equipment effectively</li> </ul>	<ul style="list-style-type: none"> <li>• begins work promptly and uses time effectively</li> <li>• perseveres with complex projects that require sustained effort</li> <li>• applies effective study practices</li> </ul>

**NOTE:** The above chart is a reformatting of the skills identified in the Ministry of Education’s *Guide to the Provincial Report Card, Grades 9 – 12 : Appendix C: pages 27 to 29.*