

COURSE INFORMATION SHEET

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



CURRICULUM POLICY DOCUMENT			
COURSE TITLE	Principles of Financial Accounting	COURSE CODE	BAT 4M
PRE-REQUISITE	Introduction to Financial Accounting, Gr. 11 University/College	GRADE & TYPE	GR. 12 UNI/COLL.
FULL YEAR / SEMESTER	Semester	CREDIT VALUE	1

COURSE DESCRIPTION
<p>This course emphasizes the study of accounting principles related to financial statements. Students will learn about ways in which information in these statements is used in making business decisions, and about the effects of using different methods of inventory valuation and adjusting and reversing entries on financial statements. Students will also study the various ways of financing a business and ways in which the strength of a corporation can be determined through the reading of its annual report.</p>

LISTED IN ORDER OF INSTRUCTIONAL DELIVERY		
STRAND / UNIT TITLES	HOURS	OVERALL EXPECTATIONS / UNIT DESCRIPTION
THE ACCOUNTING CYCLE	20	<ul style="list-style-type: none"> - understand the various professional accounting careers, roles, and remuneration of successful accountants - review GAAPS from grade 11 accounting - understand the roles of accounting organizations such as CICA, ICAO, OSC, CGA Associations - review the debit and credit theory and the accounting equation - review journalizing procedures - review and understand depreciation methods - review and understand adjusting, closing, and reversing entries - review and understand the accounting for a merchandising firm - review and understand perpetual versus periodic inventory systems - analyze financial statements using various ratios
ADVANCED ACCOUNTING PRACTICES FOR ASSETS	30	<ul style="list-style-type: none"> - explain accounts receivables and concept of uncollectible, writing off accounts, and recording later recoveries - compare capital versus revenue expenditures - define plant assets versus intangible assets - understand the process of depreciation using straight-line, declining balance, and units of production methods - explain the valuation of ending inventory using the following methods: specific identification, FIFO, LIFO, and average cost

FINANCING	20	<ul style="list-style-type: none"> - explain how partners make investments in a company - explain how new partners are admitted and how to retire existing partners - explain how partnerships can use notes payables to help cover short-term cash needs - describe the corporate structure of a company - identify the duties, responsibilities of management - explain the features of preferred versus common stock - explain the company's entity statement - prepare a shareholders' equity statement - understand and calculate the impact of declaring and paying both stock and cash dividends - show how the shareholder's equity section is affected by various changes - demonstrate the effect of debt financing and equity financing - define venture capital, Federal Business Bank, and government grants
FINANCIAL ANALYSIS AND DECISION MAKING AND ANNUAL REPORTS	18	<ul style="list-style-type: none"> - explain how a controller can check the work of account payable and receivable clerks - give examples of trademarks, copyrights, and goodwill - describe internal control systems and procedures - understand and outline ratio analysis, prepare trend analysis and prepare common-size financial statements - using annual reports, students will compare and identify difference and similarities - perform an analysis of two annual reports - explain the effect of high inflation on an annual report
SOCIETAL AND TECHNOLOGICAL ISSUES IN ACCOUNTING	22	<ul style="list-style-type: none"> - examine legal, ethical, and environmental issues and the impact on methods and practices in accounting - explain corporate social responsibility - analyze various ethical scenarios and problem solve - use current technology to gather, classify, process, and present financial data

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

ASSESSMENT FORMAT USED				
WRITTEN		PERFORMANCE		OTHER
Multiple Choice		Presentations		Problem Solving
Research Essay		Assignments		Group Presentation
Case Studies		ISP		
Tests				

RESOURCES	
TEXTBOOK	Accounting Principles: Weygandt, Kieso, Kimmel, Trenholm, Kinnear, Third Canadian Edition
COMPUTER USE	Library research
COMPUTER USE	Simply Accounting Software

POLICIES & PROCEDURES	
LATE ASSIGNMENTS	See Bishop Allen Academy Late Assignment Policy in Student Agendas.
PLAGIARISM	See “School Code of Behaviour”
HOMEWORK	Homework is assigned to review and complete class work; major assignments when assigned will substitute for regular homework.

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

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.*