



York Region District School Board
Newmarket High School
Business Department Course Outline
Prepared/revised by: Mrs. Richardson

Financial Accounting Fundamentals – Grade 11 University/College Preparation – BAF3M1
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Credit Value: 1.0

Prerequisites: None.

Teacher: **Mrs. Richardson**
Office location: Room 315
Telephone: 905-895-5159 Ext. 315

Curriculum Document: The Ontario Curriculum Grades 11 and 12, Business Studies

Text: Accounting Iⁿ 7th Edition, George Syme, Tim Ireland, and Colin Dodds, Pearson Canada Inc.

Course Description: 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.

Overall Expectations

By the end of this course, students will:

- describe the discipline of accounting and its importance for business;
- describe the differences among the various forms of business organization;
- demonstrate an understanding of the basic procedures and principles of the accounting cycle for a service business.
- demonstrate an understanding of the procedures and principles of the accounting cycle for a merchandising business;
- demonstrate an understanding of the accounting practices for sales tax;
- apply accounting practices in a computerized environment.
- demonstrate an understanding of internal control procedures in the financial management of a business;
- evaluate the financial status of a business by analysing performance measures and financial statements;
- explain how accounting information is used in decision making.
- assess the role of ethics in, and the impact of current issues on, the practice of accounting;
- assess the impact of technology on the accounting functions in business;
- describe professional accounting designations and career opportunities.

Topics:

	Unit Title	Content
1	Fundamental Accounting Practices	<ul style="list-style-type: none"> Accounting as a Discipline Business Structures Accounting Cycle for a Service Business
2	Advanced Accounting Procedures	<ul style="list-style-type: none"> Accounting for Sales Tax Computer Applications in Accounting Accounting Cycle for a Merchandising Business
3	Internal Control, Financial Analysis and Decision Making	<ul style="list-style-type: none"> Internal Control Procedures Financial Analysis Decision Making
4	Ethics, Impact of Technology, and Careers	<ul style="list-style-type: none"> Ethics and Current Issues Impact of Technology Careers in Accounting

Teaching strategies:

Students will have opportunities to learn in a variety of ways – individually, cooperatively, independently, with teacher direction, through hands-on experience, and through examples followed by practice. The approaches and strategies used in the classroom to help students meet the expectations of this curriculum will vary according to the object of the learning and the needs of the students, and will include instructions and modelling of solving case situations, class discussions of real life situations, issues currently facing businesses, creating a glossary of business terms, collaborative learning opportunities to investigate various business issues and identification of business influences on individuals and vice versa.

Evaluation:

Evaluation is based on the four Ministry of Education achievement categories of knowledge and understanding, thinking, application, and finally communication. A single evaluation may include one or more of the above categories. Assessments will occur throughout the units in the form of practice of concepts in class and at home, quizzes, and assignments. Evaluations in this course will occur during the unit in the form of assignments, performance tasks, and tests. The Summative Evaluation will include an Computer Accounting Assignment and an Exam.

Learning Skills will be reported separately from Achievement of Expectations. Learning Skills are: Responsibility, Works Independently, Organization, Collaboration, Initiative and Self Regulation.

Term	Knowledge/Understanding	20%	
	Application	20%	
	Thinking	20%	
	Communication	<u>10%</u>	70%
Final	Summative Accounting Assignment	15%	
	Final Exam	<u>15%</u>	30%
<i>Total</i>			100%

Equipment:

Be prepared with pen and pencil, calculator (not your cellphone), 3-ringed binder with paper, textbook, USB, and if possible a laptop for in class assignments and research.

Program Planning Considerations:

- Instructor will review IEP's with students to ensure all accommodations are addressed.
- Instructor will determine a tentative schedule for the semester. If program delivery needs to change due to field trips, assemblies, snow days etc. instructor will provide new dates to students as soon as possible.

Extra Help

- Marks are online using the Teach Assist program. <http://ta.yrdsb.ca>
- Extra help is available in most days before and after school. Teacher's office is room 315 when not teaching.

Classroom Guidelines:

There are a number of positive ways in which to contribute to the learning environment of the classroom:

- Listen attentively and take proper notes. Business terminology may be new to students and therefore keeping complete and accurate notes will aid to review for tests and help in completion of assignments.
- Homework – successful completion of this course **requires homework to be completed** – class discussion are designed around homework questions
- Participate in class discussions – the more students participate the better the in class discussions will be.
- Ask questions! Many concepts are difficult and will required extensive discussion for clear understanding
- Help others respectfully – business people consult for advice.
- Keep your mind open – each semester is a fresh start and a new opportunity, this course may be different from other courses that you have taken

Communication with Parents and/or Guardians

- Some of the course information is available at <http://moodle2.yrdsb.ca/>
- Parents for students 18 or over will not be contacted unless the student signs a permission form. All communication will be done with the student directly.
- Parents for students under 18 will be contacted, if necessary, regarding academics/attendance or any other concerns the instructor may have.
- Parents are free to call or email the instructor at any time with any concerns they may have.

Print Student Name

Student's Signature

If under 18:

Print Parent Name

Parent's Signature