



Waterloo-Oxford District Secondary School – Business Department

Grade 11 – Financial Accounting Fundamentals (BAF3MI)

Year: 2015-2016	Block: Day 1/3: C Day 2/4: H	Room: 535
Teacher: Ms. V. Pedley	Teacher Contact Information: valerie_pedley@googleapps.wrdsb.ca (519) 634-5441 (if not urgent)	Course/Teacher Website: http://teachers.wrdsb.ca/pedley/ Google Classroom – sign-in required

Course Description

Accounting is the “language of business”. 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.

Core Competencies

Student success for the Gr. 11 Financial Accounting Fundamentals course may be achieved through demonstration of the following core competencies as developed for Business Excellence at Waterloo-Oxford D.S.S.:

1. **Financial Literacy (“Talk the talk”)** – Students will develop their business and accounting vocabulary to demonstrate their knowledge and understanding of accounting concepts as it applies in a variety of business contexts.
2. **Communication (“Know your audience.”)** – Students will develop their abilities to communicate their business and accounting understandings through a variety of analogue and digital mediums (written/oral/visual).
3. **Critical Analysis (“Weigh your options.”)** – Students will develop their analytical skills to demonstrate their inquiry and thinking within a variety of business and accounting contexts, cases, issues, and/or situations.
4. **Ethical Decision-Making (“Consider your impact.”)** – Students will draw conclusions and make business and financial accounting decisions by applying their learning to a variety of tasks, cases, issues, projects, and/or business situations.

Topics of study include the following:

- The Balance Sheet and Balance Sheet Accounts
- The Income Statement and Income Statement Accounts
- The Journal and the Ledger
- The Worksheet and Classified Financial Statements
- Completing the Accounting Cycle for a Service Business
- The Merchandising Company and Accounts
- The Subsidiary Ledger System and Special Journals
- Cash Control and Banking
- Introduction to Financial Analysis and Decision Making
- Business Structures and Accounting Implications, including computerized accounting

Required Materials & Resources

Issued Text – Principles of Accounting, 4th Edition - 2013 (D’Amico, Palmer, and D’Amico)

Workbook – It is highly recommended that the accounting workbook, which accompanies the text, be purchased at the cost price of \$24, or alternatively, accounting form papers will be provided.

Notebook – You will need a 3-ring binder for notes, handouts and occasional assignments, as well as a pencil, eraser, ruler and calculator, for every class period.

Expectations

Regular attendance and punctuality is the key to success. You are responsible for validating all your absences, and keeping up with all work. Refer to the Google Classroom for missed work. Come to class prepared to work and learn with all necessary materials. Most assignments will be completed during class in the presence of the teacher. When class time is used appropriately, there will be less homework. Keep all course work neat and organized, an essential skill for successful accountants. Take pride in completing your own tasks, thoroughly, and in a timely fashion. Put forth your best effort and take advantage of extra help when needed. Any missed tests and assignments must be made up to demonstrate learning. Essential course components will be assessed, by way of one or more tests, assignments or projects from each of the topics below. Always treat others, equipment and the classroom environment, with respect to ensure success!

Communication

Primary communication will be conducted in class. Google Classroom will be used to post information, announcements, assignments and due dates. Access to Google Classroom can be done through the school webpage “My Way”. You will need to sign-in to your school account for access. This should be the first place to check when you miss a class. Supplementary communication will be done through the Remind service. To sign up for the Remind service, a code will be provided for you to receive a text message or email of reminders sent out by the teacher.

Essential Course Components

To earn this credit, all of the following **essential course components** must be completed. Learning will be assessed using a variety of methods including: tasks, case studies, assignments, quizzes, tests and projects.

Essential Course Components and Summative Evaluations	Strand %	✓
Term Work:		70
<i>Fundamental Accounting Practices:</i> Introduction to Accounting as a Discipline Business Structures The Accounting Cycle for a Service Business	35	
<i>Advanced Accounting Practices:</i> The Accounting Cycle for a Merchandising Business Accounting for Sales Tax Computer Applications in Accounting	15	
<i>Internal Control, Financial Analysis, & Decision Making:</i> Internal Control Procedures Financial Analysis Decision Making	10	
<i>Ethics, Impact of Technology, & Careers:</i> Ethics and Current Issues Impact of Technology Careers in Accounting	10	
Year-End Culminating Activity:		30
<i>Accounting Project</i>		
<i>Final Exam</i>		
TOTAL GRADE		100

Procedures

Late and Missing Assignments:

It is important for students to develop good personal management skills (including time management and planning). These skills will be reflected in the **Learning Skills** area of the report card. All of the Essential Course Components listed above must be submitted and/or demonstrated in order to earn this credit.

Attendance:

Attendance in classes is an important part of learning, and absences should be avoided. When a student is absent, a parent/guardian must call the school's attendance line on the date of absence, or provide a note explaining the absence for the student to submit the following day. Students are responsible for what they missed during their absence.

Cheating and Plagiarism:

"Students are responsible for being academically honest in all aspects of their schoolwork" (*Assessment, Evaluation and Reporting Handbook 21*).

Students at Waterloo-Oxford D.S.S. will be responsible and only hand in assignments that are of their own work/creation to demonstrate that they have met the curriculum expectations. They will responsibly use sources when completing assignments, reports, and essays, and give credit to all sources. To cheat or plagiarize is to be dishonest with your teachers, peers, and sources, and yourself.

In the event that cheating or plagiarism occurs, the following consequences may be implemented, in consultation with administration, depending on the situation:

- The student will redo all or part of the assignment or assessment; or
- The student will complete an alternate assignment or assessment; or
- The student's work will be treated as a missed assignment.
- Additionally, the student may face disciplinary action (e.g., suspension, detention) and loss of access to academic awards and scholarship opportunities.
- Parents/guardians will be informed about the infraction and the consequences.

Please refer to the school website for more details on these policies and other academic procedures.

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BAF3M – Section # _____

Please print your name and sign below indicating you have read and understand the requirements for successful completion of this course. The course outline can be found under Mrs. V. Pedley's name under the business department on the school website – www.wod.wrdsb.ca

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date

Preferred Method of Contact
<input type="checkbox"/> Phone
<input type="checkbox"/> Email

Daytime phone number

Email

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