***Smiths Falls District Collegiate Institute***

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**BAF 3M – Financial Accounting Fundamentals**

**Grade 11, University/College Preparation**

Board: Upper Canada District School Board

Course Teacher: Mr. Bourne

Contact Info: At the school or by email: christopher.bourne@ucdsb.on.ca

Course Website: <http://mrbourne.weebly.com>

Course Dates: September 3, 2013 – January 23, 2014

**Overall Curriculum Expectations**

This course introduces students to the fundamental principles and procedures of accounting with emphasis on accounting procedures used in service and merchandising businesses. Students will develop an understanding of the connections between financial analysis, control, and decision making in the management of a business, as well as the effects of technology and globalization on accounting procedures and the role of the accountant.

**Textbook:** Principles of Accounting, D’Amico, Palmer, D’Amico, Prentice Hall 2002

 Replacement cost is $85.00

We will cover chapters 1-7 and chapter 11 & 13 in the textbook. We will also be looking at using financial software, annual reports, careers in the accounting field and ethics in business through a variety of sources

**Software:** Microsoft Office (available at home through your “My UCDSB” account), Internet, Simply Accounting / QuickBooks

**Organization:** We will be completing the vast majority of work in this course on the

 computer. Students are expected to maintain a well organized folder on the

 school drive or “Sky Drive” that will contain all their practice exercises and

 tests/assignments. This will allow students to quickly locate past work for

 study and review. **An alternative (and preferable method) is for students to carry a memory stick to class with them.**

**Course Evaluation**

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| **Evaluation**  | **Individual Weighting**  | **Total Weighting**  |
| Chapter Assignments  | 20.0%  |   Regular attendance, punctuality and class participation are crucial to success in this course |
| Chapter Tests  | 20.0%  |    |
| Midterm Exam | 10.0% |    |
| Unit Projects  | 20.0%  |    |
| Total Term Evaluation  |    | 70.0%  |
| Final Exam | 30.0% |  |
| Total Final Evaluation  |    | 30.0%  |
| Total  |    | 100%  |

**Assessment and Evaluation Procedures:**

* Tests may be held at the end of each chapter with proper notice provided. (minimum 3 school days)
* If you are going to be away for a test or assignment submission, you **must inform me of the reason by either calling the school and leaving a message or by sending me an email**. You will be required to write the test or submit the assignment on your first day back in accordance with SFDCI’s assessment and evaluation policy

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I have read and understand the expectations for this course. Please return to Mr. Bourne.

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Student Signature Parent / Guardian Signature

Preferred method of parental contact and phone number / email

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**BAF 3M1 – Approximate Course Schedule**

Week 1 – September 3-6 The Balance Sheet (Chapter 1)

Week 2 – September 9-13 Balance Sheet Accounts (Chapter 2)

Week 3 – September 16-20 The Income Statement (Chapter 3)

Week 4 – September 23-27 The Income Statement Continued (Chapter 3)

Week 5 – Sept 30 – Oct 4 The Journal and the Ledger (Chapter 4)

Week 6 – October 7-10 The Journal and the Ledger (Chapter 4)

Week 7 – October 15-18 Monopoly Assignment

Week 8 – October 21-25 The Work Sheet (Chapter 5)

\*\* **October 25 – Monopoly Assignment Due \*\***

Week 9 – Oct 28 – Nov 1 Completing the Accounting Cycle (Chapter 6)

**\*\* TBD – Midterm Exam covering everything to this point \*\***

Week 10 – November 4-8 Completing the Accounting Cycle (Chapter 6)

Week 11 – November 11-15 Completing the Accounting Cycle (Chapter 6)

Week 12 – November 18-22 The Merchandising Company (Chapter 7)

Week 13 – November 25-29 The Merchandising Company (Chapter 7)

Week 14 – December 2-6 The Merchandising Company (Chapter 7)

**\*\*** **December 9-19 – Accounting Careers Presentations Both Weeks \*\***

Week 15 – December 9-13 The Merchandising Company (Chapter 7)

Week 16 – December 16-19 Ethics, Cash Control and Banking (Chapter 11)

**\*\* Christmas Break – December 20 – January 6\*\***

Week 17 – January 6-10 Introduction to Financial Analysis (Chapter 13)

Week 18 – January 13-17 Introduction to Financial Analysis (Chapter 13)

**\*\* Ratio Analysis Assignment Due January 18 \*\***

Week 19 – January 20-23 Review for Final Exam

Week 20 – January 24 - 30 Exam Period

**\*\*The Final Exam will include everything that has been covered in the course, but\*\***

**with a greater emphasis on the material covered since the midterm**