

Malvern CI

BAF3M | Course Outline | Fall 2021

Contact Information

Course Code:	BAF3M1
Course Instructor:	Mr. Prattas
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Office Hours:	By appointment (but probably in either the Business Office or in room 102, 201 or 213)

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.

Unit Titles (Subject to Change)

1. Fundamental Accounting Practices / Accounting for a Service Business
2. Accounting for a Merchandising Business
3. Internal Control, Financial Analysis, and Decision Making (ongoing)
4. Ethics, Impact of Technology, and Careers (ongoing)

Teaching Strategies

A variety of teaching strategies will be used, including: teacher-centred (where the teacher directs the learning through lessons), learner-centred (such as activity-based group projects), and self-directed (such as independent research projects).

Overall Expectations

Fundamental Accounting Practices

- 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.

Advanced Accounting Practices

- 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.

Internal Control, Financial Analysis, and Decision Making

- 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.

Ethics, Impact of Technology, and Careers

- 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.

A list of the course expectations can be found at:

<http://www.edu.gov.on.ca/eng/curriculum/secondary/business1112currb.pdf>

Textbook and Resources

Syme. Accounting 1, 7th Edition; \$131.00 (subject to change/availability)

Assessment and Evaluations

To promote student success, ongoing formative assessment and feedback will be given to students. As required by the Ministry of Education, students will be assessed in the four areas of the achievement chart. The chart below provides percentages for each category. All assessment of learning evaluations are expected on the **due date**, however, they will be also accepted up and until the **ultimate due date**. Submission after the ultimate due date results in a mark of **zero**. Due dates are to be announced as of the publication of this course outline.

Assessment Category	Percentage
Knowledge and Understanding	30 %
Thinking	20 %
Communication	15 %
Application	35 %

The final grade will be determined as follows (in accordance with Ministry of Education standards):

Term Work Based on evaluations from throughout the course	85%
Culminating Assignment	15%

It is the student's responsibility to submit evidence of learning.

Learning Skills Assessment

Learning Skills and Work Habits: Responsibility Organization Independent Work Collaboration Initiative Self-regulation	Rating Scale: E – Excellent G – Good S – Satisfactory N – Needs Improvement
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