



# Cardinal Leger Secondary School

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*We believe that each one, created in the image and likeness of God, is called by name into the Dufferin-Peel community to realize the Ontario Catholic School Graduate Expectations to the fullest extent possible as we all journey from the early years to vocation.*

## COURSE OUTLINE

<b>Department:</b>	Business and Technology Department
<b>Course:</b>	Financial Accounting Fundamentals – University/College
<b>Course Code:</b>	BAF 3M1

<b>Common Course Calendar</b>	<b>Course Description:</b>	
	<p>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.</p> <p><b>This course will help students address the Ontario Catholic Graduate Expectation that they become self-directed, responsible, life-long learners who set appropriate goals and priorities in school, work and personal life.</b></p>	
<b>Ministry/ICE Curriculum Documents</b>	<b>Strand/Unit Title</b>	<b>Corresponding Catholic Graduate Expectation Indicators for each Strand/Unit</b>

	<p><b>Fundamental Accounting Practices</b></p> <ul style="list-style-type: none"> <li>Describe the discipline of accounting and its importance for business</li> <li>Describe the differences among the various forms of business organization</li> <li>Demonstrate an understanding of the basic procedures and principles of the accounting cycle for a service business</li> </ul>	<p>CGE2e</p> <p>CGE2b</p> <p>CGE4f</p>
	<p><b>Advanced Accounting Principles</b></p> <ul style="list-style-type: none"> <li>Demonstrate an understanding of the procedures and principles of the accounting cycle for a merchandising business</li> <li>Demonstrate an understanding of the accounting practices for sales tax</li> <li>Apply accounting practices in a computerized environment</li> </ul>	<p>CGE4f</p> <p>CGE4f</p> <p>CGE2e</p>
	<p><b>Internal Control, Financial Analysis and Decision Making</b></p> <ul style="list-style-type: none"> <li>Demonstrate an understanding of internal control procedures in the financial management of a business</li> <li>Evaluate the financial status of a business by analyzing performance measures and financial statements</li> </ul>	<p>CGE3f</p> <p>CGE3c</p>

	<ul style="list-style-type: none"> <li>Explain how information is used in decision making</li> </ul> <p><b>Ethics, Impact of Technology, and Careers</b></p> <ul style="list-style-type: none"> <li>Assess the role of ethics in, and the impact of current issues on, the practice of accounting</li> <li>Describe professional accounting designations and career opportunities.</li> <li>Assess the impact of technology on the accounting functions in business</li> </ul>	<p>CGE2d</p> <p>CGE3f</p> <p>CGE2d</p> <p>CGE2e</p>
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### Assessment and Evaluation:

Category Weightings	Weight %
Knowledge/Understanding	30
Thinking	25
Application	30
Communication	15

Final Summative Assessments	Overall Weighting
Term Work	70 %
Course Culminating	10%
Exam	20%

### Learning Skills and Work Habits

E= excellent G= good S=satisfactory N= needs improvement

Responsibility	<input type="checkbox"/> fulfills responsibility and commitments <input type="checkbox"/> takes responsibility for and manages own behavior <input type="checkbox"/> completes and submits class work, homework, and assignments according to agreed-upon timelines
Organization	<input type="checkbox"/> devises and follows a plan and process for completing tasks <input type="checkbox"/> establishes priorities and manages time <input type="checkbox"/> identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks
Independent Work	<input type="checkbox"/> independently monitors, assesses, and revises plans to complete and meet goals <input type="checkbox"/> uses class time appropriately to complete tasks <input type="checkbox"/> follows instructions with minimal supervision

Collaboration	<ul style="list-style-type: none"> <li><input type="checkbox"/> accepts various roles and an equitable share work in a group</li> <li><input type="checkbox"/> builds healthy peer-to-peer relationships</li> <li><input type="checkbox"/> responds positively to the ideas, opinions, values, and traditions of others</li> <li><input type="checkbox"/> works with others to resolve conflicts and build consensus to achieve group goals.</li> <li><input type="checkbox"/> shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions.</li> </ul>
Initiative	<ul style="list-style-type: none"> <li><input type="checkbox"/> looks for and acts on new ideas and opportunities</li> <li><input type="checkbox"/> approaches new tasks with a positive attitude</li> <li><input type="checkbox"/> demonstrates the capacity for innovation and a willingness to take risks</li> <li><input type="checkbox"/> demonstrates curiosity and an interest in learning</li> <li><input type="checkbox"/> recognizes and advocates appropriately for the rights of self and others</li> </ul>
Self-Regulation	<ul style="list-style-type: none"> <li><input type="checkbox"/> sets own goals and monitors progress towards achieving them</li> <li><input type="checkbox"/> seeks clarification or assistance when needed</li> <li><input type="checkbox"/> assesses and reflects critically on own strengths, needs, and interests</li> <li><input type="checkbox"/> perseveres and makes an effort when responding to challenges</li> <li><input type="checkbox"/> identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals</li> </ul>

### **Missed/Late/Incomplete Assignments**

It is the student's responsibility to address missed, late, or incomplete assignments. Students are expected to complete assignments and to adhere to assignment deadlines as follows.

DUE DATE	10% PENALTY	CLOSURE DATE
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A due date is set by teacher	1 school day late -3% 2 school days late – 6% 3 school days late – 10% Maximum penalty of 10%	Once the closure date has passed, work is considered incomplete and a <b>mark of zero</b> applies.
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Parent Signature \_\_\_\_\_ Student Signature \_\_\_\_\_