



**Course Outline: Introduction to Financial Accounting (BAF 3MI)
Grade 11, University/College Level**

Teacher:	Teacher Contact Information:	Google Classroom Code:
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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 ethic and current issues in accounting.

Essential Learnings:

1. Demonstrate an understanding of the basic procedures and principles of the accounting cycle for a service business and a merchandising business
2. Demonstrate an understanding of the accounting practices for sales tax
3. Evaluate the financial status of a business by analysing performance measures and financial statements
4. Assess the role of ethics in, and the impact of current issues on, the practice of accounting
5. Assess the impact of technology on the accounting functions in business

Critical Evidence of Learning will include:

(Missing critical evidence of learning may result in loss of credit)

Service Business (Including Midterm Evaluation)	45% (term)
Merchandising Business	10% (term)
Accounting Technology	15% (term)
Summative Assignment	10% (final)
Final Exam	20% (final)

Seventy percent (70%) of the final mark will come from term work and thirty percent (30%) will come from final evaluations. Student work will be evaluated using a balance of the Ministry's four achievement chart categories: knowledge & understanding, thinking & inquiry, application and communication.

Please see school website for detailed School Assessment & Evaluation Policy.



Course Specifics:

Resources:

- **Textbook:** *Accounting 1* by Syme, Ireland and Dodds; 7th edition
- **Classroom Resources:** Binder, Pens, Pencils, Calculator, etc.
- **Computer Software:** Google Docs, Google Sheets, QuickBooks, etc.

Computer Lab Behaviour:

The computer lab is equipped with expensive equipment. It is expected that students treat this equipment as if it were their own. The following are the CHCI computer lab rules that all students must abide to:

- ✓ There is **NO** downloading permitted on any computer at CHCI.
- ✓ Food and drinks are **NOT** permitted in the computer labs.
- ✓ Check over your workstation at the beginning of class and report any damage to your teacher immediately.
- ✓ Sharing or using other individuals' username/password is not permitted

Missed Assignments & Tests:

- ✓ The student **must** contact the teacher of the class that he or she will miss class **prior to the absence** to determine what assignments, homework, & tests will be missed. In some cases, special arrangements will be negotiated with the teacher prior to the absence. All assigned in class work is expected to still be completed by using the homework schedule posted on our Google Classroom Website.

Attendance & Late Policies:

- ✓ Success in BAF 3MI is dependent upon good attendance.
- ✓ All absences must be validated in the main office within **two school days**.
- ✓ A student is considered late if they are not in the classroom at the sound of the bell.
- ✓ Any student who has been late to class on 5 or more occasions will be referred to their Vice Principal.