



TORONTO WORLD SCHOOL

COURSE OUTLINE

DEPARTMENT: Business Studies

COURSE TITLE / GRADE / COURSE TYPE: Financial Accounting Fundamentals, Grade 11, University / College Preparation

CREDIT VALUE: 1.0

COURSE CODE: BAF3M

CREDIT HOURS: 110 hours

COURSE DEVELOPER: Miguel Velasco

COURSE DEVELOPMENT DATE: June 2023

COURSE REVISER/REVISION DATE: Nicolette Lantosca, January 2024

DEVELOPED FROM: The Ontario Curriculum Grades 11 & 12 Business Studies, 2006

PREREQUISITES: None

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.

OVERALL COURSE EXPECTATIONS

By the end of the course, students will:

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

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

OUTLINE OF COURSE CONTENT

UNIT	UNIT DESCRIPTION	Hours
Unit 1: Fundamental Accounting Practices	Students will describe the discipline of accounting and its importance for business, as well as describe the differences among the various forms of business organization. Students will study the basic procedures and principles of the accounting cycle for a service business, and, apply the basic procedures and principles of the accounting cycle for a service business; Students will also assess how technology impacts the practice of accounting.	30 Hours

Unit 2: Accounting Cycle for a Service Business	Students will demonstrate an understanding of the basic procedures and principles of the accounting cycle for a service business, and expand their understanding of financial forms. Students will also begin to learn accounting within a computerized environment.	21 Hours
Unit 3: The Accounting Cycle for a Merchandising Business	Students will demonstrate an understanding of the basic procedures and principles of the accounting cycle for a merchandising business, and expand their understanding of financial forms. Students will look at different types of debt, expense, and cash accounts associated with merchandising businesses.	22 Hours
Unit 4: Financial Analysis and Decision Making	Students will learn about the impact of technology on the discipline of accounting. Students will explore current issues in accounting and how aspects of the discipline influence decision-making on the basis of financial analysis.	20 Hours
Final Culminating Evaluations	Students will have time to review and then they will write their final exam. The exam will cover all curriculum expectations. Students will also perform a culminating activity which complements what was developed in the analytical section of the final exam. In this section, students will reinforce their argumentative skills through a presentation.	17 Hours
Total Hours		110

TEACHING AND LEARNING STRATEGIES

Strategies marked with "x" are used in the course.			
Game	X	Conferencing	X
Oral Presentation	X	Demonstration	X
Stimulation	X	Prompt	X
Survey	X	Review	X
Role Playing	X	Textbook	X
Collaborative	X	Workbook/Worksheets	X
Discussion	X	Homework	X
Interview	X	Independent Study	X
Peer Practice	X	Memorization	X
Peer Teaching	X	Note Taking	X
Reflection	X	Questioning Process	X
Inquiry Process	X	Research Process	X
Communication Applications	X	Classifying	X
Email Applications	X	Expressing Another Point of View	X
Media Presentation	X	Graphing	X
Media Production	X	Metacognitive	X
Multimedia Applications	X	Oral Explanation	X
Brainstorming	X		

STRATEGIES FOR ASSESSMENT AND EVALUATION

Assessment is the process of gathering information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course. The primary purpose of assessment is to improve student learning

Assessment as Learning (AaL)

Assessment as Learning (AAL) acts as a stepping-stone for students to begin applying their understanding using critical thinking; it bridges the gap between AFL and AOL

Assessment for Learning (AfL)

Assessment for Learning (AFL) provides information to students as they are learning and refining their skills

Assessment of Learning (AoL)

Evaluation that is summative in nature that contributes toward a student's final course grade is considered assessment of learning. Evaluation is based on the four Ministry of Education achievement categories of knowledge and understanding, thinking and inquiry, communication, and application. A single evaluation may include one or more of the above categories

Assessments and evaluations will be continuous throughout the course and will include a variety of evaluation methods. These tools will be used for the three different types of assessments:

Assessment as Learning	Assessment for Learning	Assessment of Learning
Student Product <ul style="list-style-type: none"> <input type="checkbox"/> Journals/Letters/Emails (checklist) <input type="checkbox"/> Learning Logs (anecdotal) <input type="checkbox"/> Learning Goals (Checklist) <input type="checkbox"/> Entrance tickets <input type="checkbox"/> Exit tickets 	Student Product <ul style="list-style-type: none"> <input type="checkbox"/> Assignment <input type="checkbox"/> Journals/Letters/Emails (checklist) <input type="checkbox"/> Pre-tests (scale/rubric) <input type="checkbox"/> Peer feedback (anecdotal/checklist) <input type="checkbox"/> Entrance ticket <input type="checkbox"/> Vocabulary notebooks (anecdotal) 	Student Product <ul style="list-style-type: none"> <input type="checkbox"/> Assignment <input type="checkbox"/> Journals/Letters/Emails (checklist) <input type="checkbox"/> Tests (scale/rubric) <input type="checkbox"/> Exam <input type="checkbox"/> Reports (rubric) <input type="checkbox"/> Essays (rubric)
Observation <ul style="list-style-type: none"> <input type="checkbox"/> Whole class discussions (anecdotal) <input type="checkbox"/> Self-proofreading (checklist) 	Observation <ul style="list-style-type: none"> <input type="checkbox"/> Class discussions (anecdotal) <input type="checkbox"/> Debate (rubric) <input type="checkbox"/> Performance tasks (anecdotal/scale) 	Observation <ul style="list-style-type: none"> <input type="checkbox"/> PowerPoint presentations (rubric) <input type="checkbox"/> Performance tasks (anecdotal/scale)
Conversation	Conversation	Conversation

<input type="checkbox"/> Student teacher conferences (checklist) <input type="checkbox"/> Small Group Discussions (checklist) <input type="checkbox"/> Pair work (checklist)	<input type="checkbox"/> Student teacher conferences (checklist) <input type="checkbox"/> Small group discussions (checklist) <input type="checkbox"/> Pair work (anecdotal) <input type="checkbox"/> Peer-feedback (anecdotal) <input type="checkbox"/> Peer-editing (anecdotal) <input type="checkbox"/> Oral pre-tests (scale/rubric)	<input type="checkbox"/> Student teacher conferences (checklist) <input type="checkbox"/> Question and Answer Session (checklist) <input type="checkbox"/> Oral tests (scale/rubric)
---	---	---

Online Activities (within LMS)	Offline Activities
Watching video lectures Watching additional resource videos Completing interactive activities Communicating with teachers Participating in virtual conferences Completing online quizzes Reviewing peer submissions Submitting all AAL, AFL, & AOL Assessment and Evaluations	Reading materials for the course Reviewing materials for the course Completing assignments Completing practice activities Preparing presentations Reviewing for exams and unit tests Researching topics on the internet Recording and producing presentations Practicing processes and skills Completing proctored unit tests and exams

COURSE EVALUATION

Your Report Card Grade will be determined as follows:

Your grade will be based on all of the evidence you have provided. It will reflect your most consistent level of achievement with special consideration given to more recent evidence	<p>25% Knowledge & Understanding: Emphasizes the ability to recall factual information, recognize fundamental concepts and the foundational skills of the subject/discipline</p> <p>25% Application: Emphasizes the application and integration of knowledge, skills, processes and techniques to produce evidence of the student's understanding</p> <p>25% Thinking: Emphasizes the thinking skills used in thinking processes to demonstrate the student's understanding of information they have processed</p> <p>25% Communication: Emphasizes the Clear, precise and effective use of oral, written and visual language to communicate the student's understanding of information and ideas</p>
Your final grade will be calculated by combining your Term (70%) grade and your Exam and Culminating Task Evaluations (30%).	

Term Work	Assessment	Percentage
Unit 1	Conversation - Conference	7%
	Student Product - Test	7%
	Student Product/Observation - Test + Presentation	8%
Unit 2	Student Product – Test	8%
Unit 2	Observation - Presentation	8%
Unit 3	Student Product - Test	8%
Unit 3	Observation - Presentation	8%
Unit 4	Conversation - Student/Teacher Conference	8%
Unit 4	Student Product - Test	8%
Final Evaluation	Student Product/OBS/CONV - Final Culminating	15%
	Final Exam	15%
TOTAL		100%

Assessment of Learning Skills & Work Habits:

The following learning skills and work habits will be fostered throughout this course and assessed on the report card: responsibility, organization, independent work, collaboration, initiative, self-regulation. These skills will not be included as part of the final mark unless they are identified in the provincial curriculum expectations for the course. However, it is important to remember that the development of these skills is critical to daily academic success and individual growth.

The following chart indicates the skills and look-fors for each student.

Learning Skills and Work Habits		E – Excellent	G – Good	S – Satisfactory	N – Needs Improvement
Responsibility <ul style="list-style-type: none"> ▪ Fulfils responsibilities and commitments within the learning environment. ▪ Completes and submits class work, homework, and assignments according to agreed-upon timelines. ▪ Takes responsibility for and manages own behaviour. 					
Independent Work <ul style="list-style-type: none"> ▪ Independently monitors, assesses, and revises plans to complete tasks and meet goals. ▪ Uses class time appropriately to complete tasks. ▪ Follows instructions with minimal supervision. 					
Initiative <ul style="list-style-type: none"> ▪ Looks for and acts on new ideas and opportunities for learning. ▪ Demonstrates the capacity for innovation and a willingness to take risks. ▪ Demonstrates curiosity and interest in learning. ▪ Approaches new tasks with a positive attitude. ▪ Recognizes and advocates appropriately for the rights of self and others. 					
Organization <ul style="list-style-type: none"> ▪ Devises and follows a plan and process for completing work and tasks. ▪ Establishes priorities and manages time to complete tasks and achieve goals. ▪ Identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks. 					
Collaboration <ul style="list-style-type: none"> ▪ Accepts various roles and an equitable share of work in a group. ▪ Responds positively to the ideas, opinions, values, and traditions of others. ▪ Builds healthy peer-to-peer relationships through personal and media-assisted interactions. ▪ Works with others to resolve conflicts and build consensus to achieve group goals. ▪ Shares information, resources, and expertise, and promotes critical thinking to solve problems and make decisions. 					
Self-Regulation <ul style="list-style-type: none"> ▪ Sets own individual goals and monitors progress towards achieving them. ▪ Seeks clarification or assistance when needed. ▪ Assesses and reflects critically on own strengths, needs, and interests. ▪ Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals. ▪ Perseveres and makes an effort when responding to challenges. 					

The report card will therefore focus on two distinct but related aspects of student achievement; the achievement of curriculum expectations and the development of learning skills. The report card will contain separate sections for the reporting of these two aspects.

CONSIDERATIONS FOR PROGRAM PLANNING

English language learners: As our school can have multilingual student population, special accommodation will be made to bring a rich diversity of background knowledge and experience to the classroom.

TWS courses can provide a wide range of options to address the needs of ESL/ELD students. Assessment and evaluation exercises will help ESL students in mastering the English language. In addition, since all occupations require employees with a wide range of English skills and abilities, many students will learn how the operation of their own physical world can contribute to their success in their social world. The student whose first language is not English enters Ontario Secondary schools with diverse linguistic and cultural backgrounds. All of these students bring a rich array of background knowledge and experience to the classroom, and all teachers must share in the responsibility for their English-language development. Teachers must incorporate appropriate strategies for instructions and assessment to facilitate the success of the English language learners in their classrooms. These strategies include:

- modification of some or all of the course expectations so that they are challenging but attainable for the learner at his or her present level of English proficiency, given the necessary support from the teacher;
- use of a variety of instructional strategies (e.g., extensive use of visual cues, scaffolding, manipulatives, pictures, diagrams, graphic organizers; attention to clarity of instructions);

- modelling of preferred ways of working in English; previewing of textbooks; pre-teaching of key vocabulary; peer tutoring; strategic use of students' first languages);
- use of a variety of learning resources (e.g., visual material, simplified text, bilingual dictionaries, materials that reflect cultural diversity);
- use of assessment accommodations (e.g., granting of extra time; simplification of language used in problems and instructions; use of oral interviews, learning logs, portfolios, demonstrations, visual representations, and tasks requiring completion of graphic organizers or cloze sentences instead of tasks that depend heavily on proficiency in English).

Literacy education: Communication skills are fundamental to the development of literacy. Fostering students' communication skills is an important part of the teacher's role in the curriculum. When students read they need to understand vocabulary and terminology. Students are encouraged to use language with care and precision in order to communicate effectively. Students are encouraged to ask questions to their peers/teachers and to also be proactive with solving their own questions.

The role of information and communications technology: Information and communication technologies (ICT) provide a range of tools that can significantly extend and enrich teachers' instructional strategies and support students' learning. Teachers can use ICT tools and resources both for whole-class instruction and to design programs that meet diverse student needs. Technology can help to reduce the time spent on routine tasks, allowing students to devote more of their efforts to thinking and concept development.

Information technology is considered a learning tool that must be accessed by students when the situation is appropriate. As a result, students will develop transferable skills through their experience with word processing, internet research, and presentation software, as would be expected in any environment.

Technology also makes possible simulations of complex systems that can be useful for problem-solving purposes or when field studies on a particular topic are not feasible.

Information and communications technologies can be used in the classroom to connect students to other schools, at home and abroad, and to bring the global community into the local classroom.

Although the Internet is a powerful electronic learning tool, there are potential risks attached to its use. All students must be made aware of issues of Internet privacy, safety, and responsible use, as well as of the ways in which this technology is being abused – for example, when it is used to promote hatred. Teachers, too, will find the various ICT tools useful in their teaching practice, both for whole class instruction and for the design of curriculum units that contain varied approaches to learning to meet diverse student needs.

Equity and Inclusive Education: The TWS equity and inclusive education strategy focuses on respecting diversity, promoting inclusive education, and identifying and eliminating discriminatory biases, systemic barriers, and power dynamics that limit the ability of students to learn, grow, and contribute to society. In an environment based on the principles of inclusive education, all students, parents, caregivers, and other members of the school community - regardless of ancestry, culture, ethnicity, sex, physical or intellectual ability, race, religion, gender identity, sexual orientation, socio-economic status, or other similar factors - are welcomed, included, treated fairly, and respected. Diversity is valued, and all members of the TWS community feel safe, comfortable, and accepted. Every student is supported and inspired to succeed in a culture of high expectations for learning. In an inclusive education system, all students see themselves reflected in the curriculum, their physical surroundings, and the broader environment, so that they can feel engaged in and empowered by their learning experiences. In addition, TWS differentiates the instruction and assessment strategies to take into account the background and experiences, as well as the interests, aptitudes, and learning needs, of

all students.

First Nation, Métis and Inuit Education Policy Framework

The new First Nation, Métis and Inuit Education Policy Framework is a key part of the strategy. The framework includes approaches for schools and school boards that will: boost Aboriginal student achievement, help close the gap in achievement between Aboriginal and non-Aboriginal students, and improving students' literacy and numeracy skills, training teachers in teaching methods that are appropriate for Aboriginal students, and encouraging more parents to get involved in their children's education or school.

The framework also sets out strategies to integrate First Nations, Métis and Inuit cultures, histories and perspectives throughout the Ontario curriculum. This will increase knowledge and awareness among all students.

PLAGIARISM/CHEATING

Any incident of plagiarism or cheating will result in a re-submission/rewrite of that particular assignment/test at the end of the course on the student's own time and at his/her own expense to pay for the creation and marking of a new assessment. This incident will be documented in the office. A second incident of plagiarism or cheating in any course will result in a mark of zero for that assignment. For example, if you cheat on a math test and then plagiarize an English essay, you will receive a zero on the essay.

Missed and Late Assignments Policy

Teachers will make it Clear to the students and parents/guardians early in the school year that they are responsible not only for their behaviour in the classroom/school but also for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher and in a form approved by the teacher. Students must understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late. Where in the teacher's professional judgment it is appropriate to do so, a number of strategies will be used to encourage the student to modify his/her behaviour. Some of these may include:

- Asking the student to clarify the reason for not completing the assignment taking into consideration legitimate reasons for missed deadlines.
- Maintaining ongoing communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if the problem persists.
- Setting up a student contract
- Providing alternative assignments or tests/exams where, in the teacher's professional judgment, it is reasonable and appropriate to do so.
- Deducting marks for late assignments, up to and including the full value of the assignment.

Students and parent/guardians will be informed in a timely fashion via phone call, face to face conference, e-mail and if need be a formal letter about the importance of submitting assignments for evaluation when they are due and about the consequences for students who submit assignments late or fail to submit assignments. **If the above measures have been put into place and the behaviour of the student has not provided sufficient evidence, then 0 will be inserted as the mark for the missed assignment.**

RESOURCES:

Principles of Accounting – D’Amico + Palmer + D’Amico – 2002

GROWING SUCCESS: Assessment, Evaluation & Reporting in Ontario Schools, 1st Ed., Covering Gr. 1 – 12

Attendance Policy:

Consistent log-in is crucial to a student’s success in Toronto World School's online program. The guidelines of the Ministry of Education require that students receive at least 110 hours of scheduled instruction time for each credit course. Attendance patterns will be monitored to ensure a student is actively logging into their course.

Students who have not completed the course within 12 months of enrolment will be automatically removed from the course. Only under extenuating circumstances, with proper documentation and the permission of the Principal, can a student be reinstated.

Acceptable Online Use Policy

Toronto World School uses the ConnectED Integrated Learning Platform and is intended for educational purposes only. The use of this program or any tools within TWS systems, other than for educational purposes, is strictly prohibited. The inappropriate uses include, but are not limited to, criminal, obscene, commercial, cyber-bullying or illegal purposes.

The administration has the right to review all student work in order to determine the appropriateness of computer use. If TWS online programs are deemed to be used inappropriately, the Administration will levy consequences which may include suspensions and/or removal from the program. In some cases, further action may be taken including contacting day schools, legal representation or the police.

Students need to be very vigilant in order to prevent them getting into a situation where they may be suspected for inappropriate use.

Therefore, students are reminded to

- Always protect their passwords and not share them with anyone
- Always inform their teachers of suspicious messages or other incidents that they encounter
- Always only access content that is intended for educational use.

Hardware/software requirements:

Hardware:

- PC running Windows 8 or higher
- Mac running Apple OS X or higher
- Chromebook running Chrome OS

High speed internet is recommended with access to a computer with the following:

- A processor of 2GHz or faster
- 4 GB RAM or greater

- A high speed internet connection of 1.5 MB/s or faster
- Keyboard and mouse
- Headphone/Speakers/Microphone/Camera

Recommended Software:

- Adobe Reader, Shockwave, Flash Player, Java, Office suite

Browser:

- Mozilla Firefox4 or higher, Internet Explorer 7 or higher, Safari 5 or higher, Google Chrome 11 or higher