

R.H. King Academy

STUDENT COURSE OF STUDY

A - COURSE DETAILS

<u>Department:</u>	Business	<u>Date:</u>	2018-2019	<u>Name of Subject:</u>	Accounting
<u>Course Code:</u>	BAT4M1	<u>Level:</u>	M	<u>Grade:</u>	4M
<u>Credit Value:</u>	ONE			<u>Head Of Business:</u>	John Paris

Pre-requisite: Gr. 11 Accounting (BAF3M1)
Teacher: Mr. Paris, Room A10, Tel. 416 396-5560 ext. 20105, john.paris@tdsb.on.ca
Extra Help: Room A10/A12, Monday-Friday, 8:00am- 8:30am and 12:00pm-1:00pm.
Course Developed: September 2005 & Revised January 2015

MINISTRY OF EDUCATION POLICY

The Ontario Curriculum, Business Studies: Accounting, 2006

TEXT BOOK/RESOURCES/OTHER LEARNING MATERIALS

1. Principles of Financial Accounting Sixth Canadian Edition Weygandt - Kieso - Kimmel – Trenholm

\$100 Replacement Cost if book is lost or Damaged!

2. Simply Accounting (Software) & Spreadsheets.

B - Overall Expectations

By the end of this course, students will be able to do the following:

Unit 1: The Accounting Cycle

- * demonstrate an understanding of accounting principles and practices;
- * demonstrate an understanding of the accounting cycle for a service company and a merchandising company;
- * explain the need for internal financial controls in a business;
- * analyse the ways in which service, merchandising, and manufacturing companies interpret financial statements.

Unit 2: Advanced Accounting Practices for Assets

- * explain accounting procedures for short-term assets;
- * assess methods of accounting for capital assets;
- * explain accounting procedures for inventories

Unit 3: Financing

- * demonstrate an understanding of partnership financing;
- * demonstrate an understanding of corporation financing;
- * compare alternative forms of financing.

Unit 4: Financial Analysis and Decision Making

- * assess the financial strength and weakness of a company on the basis of its annual report;
- * demonstrate the use of accounting techniques to analyse and compare accounting data;
- * demonstrate an understanding of contemporary issues in accounting.

Unit 5: Issues in Accounting

- * assess the financial strength and weakness of a company on the basis of its annual report;
- * demonstrate the use of accounting techniques to analyze and compare accounting data;
- * demonstrate an understanding of contemporary issues in accounting, and explain the need for internal financial controls in a business.

INTRODUCTION

This course emphasizes study of accounting principles related to financial statements. Students will learn about ways in which information in these statements is used in making business decisions, and about the effects on financial statements of using different methods of inventory valuation and adjusting and reversing entries. Students will also study various means of financing a business and ways in which the strength of a corporation can be determined through the reading of its annual report.

COURSE CONTENT Grade 12 Accounting

Chapter 1 4-6 Classes Week 1	Accounting in Action Focus on new material ✍ Users of Accounting Information - internal and external users ✍ Two new financial statements -statement of changes in owner's equity -cash flow statement	Suggested Questions: E1-1, E1-2, E1-3, E1-6, E1-11, E1-14, 1-15, P1-6A,P1-8A, Review - Self Study Qstns 1 st Quiz Test Chapter 1 & 2
Chapter 2 4-6 Classes Week 2	The Recording Process	Suggested Questions: E2-3, E2-6, E2-7, E2-11, P2-2A, P2-7A, P2-11A, Review - Self Study Qstns 2 nd Quiz Test Chapter 1 & 2 (Test #1)
Chapter 3 4-6 Classes Week 3	Adjusting the Accounts ✍ Accrual and Cash Basis of Accounting ✍ Unearned Revenue ✍ Accrued Revenue and Expenses	Suggested Questions: E3-1, E3-2, E3-4, E3-7, E3-8, , P3-1A, P3-3A, P3-6A, P3-11A Review - Self Study Qstns 3 rd Quiz Test Chapter 3 & 4
Chapter 4 4-6 Classes Week 4	Completion of the Accounting Cycle ✍ Reversing Entry ✍ Classified Financial Statements	Suggested Questions: E4-3, E4-5(Handout),E4-7, E4-10, E4-11, P4-2A, P4-11A, Review - Self Study Qstns 4th Quiz Test Chapter 3 & 4 (Test #2)
Chapter 5 4-6 Classes Week 5	Accounting for Merchandising Operations ✍ Inventory systems - Perpetual and Periodic ✍ Freight Expenses - FOB Destination and FOB Shipping Point ✍ Purchase Returns and Allowances ✍ Discounts ✍ Sales taxes – appendix	Suggested Questions: E5-2, E5-5,E5-9, E5-10, E5-11, E5-12, P5-2A, P5-3A, P5-7A, Review - Self Study Qstns 5 th Quiz Test Chapter Ch. 5 & 6

<p>Chapter 6 4-6 Classes</p> <p>Week 6</p>	<p>Inventory Costing ✍ Methods of Inventory Costing</p>	<p>Suggested Homework Assignments E6-1, E6-3, E6-4, E6-5, E6-10, E6-12, E6-13, E6-14, , E6-17,. P6-10A</p> <p>E6-7, E6-16 P6-7A, P6-8A, (review yourself) Review - Self Study Qstns</p> <p>6th Quiz</p> <p>Test Chapter 5 & 6 (Test #3)</p>
<p>Assign ISU #1 & 2</p> <p>Week 7</p>	<p>ISU #1 Oral presentations 2-4 classes Week 7 (This may be presented before Ch. 6 or after Ch. 7)</p>	<p>Presentations 2-4 classes</p>
<p>Chapter 7 1 Class</p> <p>Week 8</p>	<p>Internal Control and Cash ✍ Principles of Internal Control ✍ Internal Control of Cash Receipts ✍ Petty Cash (done in grade 11) ✍ Bank Reconciliation (done in grade 11)</p>	<p>Suggested Questions: E7-2, P7-1A, P7-3A, BYP7-3 Review - Self Study Qstns</p> <p>7th Quiz</p> <p>Test Chapter 7, 8, 9</p>
<p>Chapter 8 4-6 Classes</p> <p>Week 8</p>	<p>Accounting for Receivables ✍ Notes Receivable ✍ Valuing Accounts Receivable ✍ Disposing of Accounts Receivables ✍ Honoring Accounts Receivables</p>	<p>Suggested Questions: E8-1, E8-3, E8-4,E8-7, E8-8, 8-9, P8-5A, P8-12A Review - Self Study Qstns</p> <p>8th Quiz</p> <p>Test Chapter 7, 8, 9</p>
<p>Chapter 9 4-6 Classes</p> <p>Week 9</p>	<p>Long-Lived Assets ✍ Capital Assets ✍ Natural Resources ✍ Intangible Assets</p>	<p>Suggested Questions: E9-1, E9-2, E9-4, E9-5,E9-7, E9-9, E9-10, E9-12, P9-1A, P9-5A, P9-6A, P9-7A, P9-9A, P9-10A Review - Self Study Qstns</p> <p>9th Quiz</p> <p>Test Chapter 7, 8, 9 (Test #4)</p>
<p>Chapter 13 5-7 Classes</p> <p>Week 10/11</p>	<p>Introduction to Corporations ✍ Common Shares ✍ Preferred Shares</p>	<p>Suggested Questions: E13-3, E13-4, E13-5, E13-6, E13-8, E13-10, P13-2A, P13-3A, P13-4A, P13-6A, P13-10A, Review - Self Study Qstns</p> <p>10th Quiz</p> <p>Test Ch. 13 & 14</p>
<p>Chapter 14</p> <p>5-7 Classes</p> <p>Week 12/13</p>	<p>Corporations: Additional Topics and IFRS ✍ Dividends ✍ Retained Earnings</p>	<p>Suggested Questions: E14-1, E14-2, E14-3 E14-8, E14-10, E14-12, Ex14-13, P14-8A, Review - Self Study Qstns</p> <p>11th Quiz Test Ch. 13 & 14 (Test #5)</p>

Chapter 17 4-5 Classes Week 14	Financial Statement Analysis * Vertical Analysis * Horizontal Analysis This chapter can be done after Chapter 13/14 to help students do ISU#2	Suggested Questions: E17-4, E17-10, E17-12, P17-2A, P17-5A, P17-6A, P17-7A Review - Self Study Qstns 12 th Quiz ISU #2 Due or as instructed by teacher.
Chapter 10 3-5 Classes Week 15	Current Liabilities * Definitely Determinable Liabilities * Estimated Liabilities * Contingent Liabilities	Suggested Questions: E10-2, E10-4, E10-5, E10-8, E10-10, Review - Self Study Qstns 13 th Quiz Test Ch. 10 & 12
Chapter 12 3-5 Classes Week 16	Accounting for Partnerships ✍ Partnership Accounting ✍ Dividing Net Income or Net Loss ✍ Admission or Withdrawal of a Partner ✍ Liquidation of Partnership	Suggested Questions: E12-3, E12-5, E12-9, E12-11, P12-2A, P12-4A, P12-7A, P12-8A, P12-11A, Review - Self Study Qstns 14 th Quiz Test Chapter 10 & 12 (Test #6)
Chapter 15 1-2 Classes Week 17	Non-Current Liabilities * Bonds (Basic knowledge, no application) * Notes Payable	Suggested Questions: E15-1, E15-15, P15-7A, P15-10A Review - Self Study Qstns Chapter may be Omitted based on time allowed in the course
1-2 Classes Week 18	Bank Reconciliation	See Handout

Exam Review will begin when course material has been covered (as indicated by your instructor). Computer unit will be implemented as equipment and time allow.

- The order of chapters/quizzes/assignments/tests/ISU's is indicated above. **Subject to change.**

PROGRAM PLANNING CONSIDERATIONS

Some students in this course may have special needs. If a student has any problems such as hearing, visual, and learning disorders, or anything else, which could affect your grades, the student must see the teacher by the end of the first week of classes. You may wish to leave the teacher a short note at the front office and a private appointment will be arranged to discuss your needs.

At RH King one of our unique features is a focus on ISUs, or Independent study Units. An ISU is an assignment or project that gives students the freedom to select their own topic within a given subject area, research it, and then create a finished product based on their findings. The aim of the ISU is to encourage students to work on their own, thus developing initiative, time management, and other independent study skills all through a topic that interests them. While the project is "independent", teachers will scaffold the project through different means such as periodic check-ins, collecting a list of sources and rough drafts, conferencing, and/or peer editing. King's unique feature Clinic was created to give students time during the school day to work on their ISUs.

C – Learning Skills

Learning Skills and Work Habits	<p>Sample Behaviour</p> <p>Each learning skill and work habit is evaluated on the report cards using the following scale:</p> <p>E = Excellent G = Good S = Satisfactory N= Needs Improvement</p>
Responsibility	<p>The student:</p> <ul style="list-style-type: none"> • Fulfills 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.
Organization	<p>The student:</p> <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.
Independent Work	<p>The student:</p> <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.
Collaboration	<p>The student:</p> <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.
Initiative	<p>The student:</p> <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.
Self-regulation	<p>The student:</p> <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.

Classroom Routines & Procedures

As this class takes place in a computer lab, **computer lab rules must be strictly followed**. If a lab rule is violated the resulting consequence may include suspension of computer privileges for the entire school network regardless of assignment due dates or course. You have a copy of King’s computer lab rules in your student planner, which will also be discussed in great detail by the teacher. Make sure you check your workstation, and report anything that looks suspicious at the beginning of class. **You are responsible for taking care of your workstation and every student is responsible for taking care of the computer lab.**

Throughout the year you will be working with many different people in the class in teams. It is expected that you will work hard as a member of your team and be dedicated to its success. Remember that during your lifetime, you will often have to work with people that you may not like or get along with, but you must make the best of the situation that you are given.

1. All students are required to check their posted marks and inform the teacher if they feel an error was made in recording the marks in MARKBOOK.
2. Students must be in class at the start of each period, prepared to begin before the bell rings. Regular attendance and punctuality is a must. Get into the habit of writing down homework into your student planner. Prepare for each class by reading and doing the homework assigned by the teacher. **Students are responsible for catching up on missed homework and in-class assignments.** The student can expect up to six hours of homework and review in each 5-day school cycle. Additional time may be required as a result of the student's own challenges and ability to complete assignments.

3. All work submitted to the instructor shall be original work from the student. Plagiarism/cheating is copying, reproduction, or paraphrasing significant portions or someone else's published or unpublished material, and representing these as one's own thinking by not acknowledging the appropriate source, or by failing to use appropriate quotation marks. Plagiarism and/or copyright infringement will immediately receive a zero and will be referred to a vice-principal.
4. Students will be evaluated on all course expectations. See the bottom of this page for an example of the evaluation criteria.
5. There will be three formal reporting periods. The Interim, Mid-term and Final reports will be distributed according to administration (only the last two reports will receive a numerical grade.) The Student mark is a cumulative mark representing the standing of the student at the end of the reporting period. Comments will be made around student performance, learning skills, attendance and lates.
6. If a student must be away, he or she must arrange to write the test in advance. Documented explanations will be given due consideration for missed tests. It is ESSENTIAL that you communicate with the teacher prior to the test that you will be away. Arrangements will be made to write the test at a mutually agreeable time.
7. Assignments are due at the beginning of the class on the due date, all assignments handed in past the ultimate due date (the last date the assignment will be accepted) will no longer be accepted.
8. There will be short unannounced quizzes, assignments, and homework checks in order to ensure understanding of the subject matter.
9. A final exam (2.0 hrs.) will be a required component of this course. It will be worth 30% of the course mark.

D - Teaching Assessment & Evaluation Strategy

Assessment	Weight	Notes
Tests (6)	35%	<p>If student is absent(Parent note/phone/email is not sufficient) for a test you will receive a zero.</p> <p>If you have a doctors note(maximum 1 test can be missed with doctors note). If you are away for a school event (field trip, sports, etc.) then it is your responsibility to inform instructor of absence prior to the test so we can coordinate alternate plans. If you write a test after the schedule date/time due to an unexcused absence, you are subject to a late penalty of 5%-20% reduction in your mark. (Teacher will advise student of mark reduction prior to test).</p> <p>If you don't miss classes you will be rewarded as follows:</p> <ul style="list-style-type: none"> • Lowest of 6 tests will be dropped if you have 5 or fewer absences and less than 5 lates.
Quiz (14)	15%	<p>Short Quizzes will be given to ensure reading/understanding of material and to ensure regular attendance in class. If you are late or absent from class then you will receive a zero. . If you write a quiz after the schedule date/time due to an unexcused absence, you are subject to a late penalty of 5%-20% reduction in your mark. (Teacher will advise student of mark reduction prior to quiz).</p> <p>If you have good attendance then you will be rewarded as follows:</p> <p>4 or fewer absences and 4 or fewer lates – 2 lowest quizzes will be dropped 5 to 8 absences and less than 6 lates– 1 quiz will be dropped</p>
ISU's (2)	20%	Two Oral Presentations
EXAM 2 hours	30%	In class or during the Exam schedule.
Total	100%	

Medical Notes or approved school events will only be acceptable excuses for missing above assessments. If you have an unexcused absent for a quiz or a test, you will receive a zero. Parent notes or phone calls are not sufficient evidence of missing tests/quizzes/assessments.

Student - Teacher Communication (PLEASE PRINT NEATLY)

Student Last Name _____ Student First Name _____

Student Number _____ Student Cell _____

Student E-mail _____ Home Phone Number _____

Dad's Last Name _____ First Name _____

Cell Number _____ Work Number _____ E-mail _____

Mom's Last Name _____ First Name _____

Cell Number _____ Work Number _____ E-mail _____

Student Timetable

Period	Room	Teacher and Subject
A		
B		
C		
D		
Mentor		

Do you have any allergies or medical conditions that you may affect your time at school or in the classroom? _____

List teams, councils or other extra-curricular activities you plan on participating in at R.H. King Academy.

Are you currently working or volunteering? If so, where? (If applicable)

What else would you like the instructor to know about you (interests, special accommodations, medical conditions, allergies, etc.)? What line of work do your parents do? Do you have a family member or friend who works in the Business world who would be a good guest speaker for a Business class?

Classroom and Computer Use Policies Agreement

1. **No food, drink, snacks, or gum is to be taken into or consumed in any room with a computer.**
2. Installing programs onto the network or on workstations is NOT allowed without the permission of the network administrator, Information Technology Department head or the principal.
3. Sending, creating, storing, or displaying inappropriate mail, messages, documents or graphs is not allowed on any school computer. Course assignments can be forwarded as e-mail messages or attachments only with teacher's approval.
4. **No electronic devices are allowed in the classroom.**
5. No programs on the computer network are allowed to be copied without the written permission of the TDSB/School network administrator or the Principal.
6. You are not allowed to exceed your user storage space maximum. The storage maximum will vary from class to class. For this reason you should clean out old or unwanted files regularly. If the quota is exceeded then the administrator may delete files from your account to meet the student storage space maximum.
7. You will be required to change your password every 42 days with another password of eight letters or greater in length. **Do not use a password that others could easily guess. It is your responsibility to maintain the security of your password and you may be held responsible for anyone who uses your userid for inappropriate activities.**
8. Students are allowed to store files in their own user space only.
9. The Internet will be used only for academic purposes: research, resource based learning and file transfers of student work.
10. Students do **NOT** move any computer or any of its components from its original location without teacher permission.
11. **Students that play games and waste class time will have their accounts suspended for an indefinite period of time. Any teacher in the school may enforce this rule.**
12. Students will be assigned a computer and will be responsible for any changes, damages or missing parts.
13. Exhibit mutual respect towards peers, teachers, and private and public property (no swearing, put-down language).
14. Inform your teacher of any hardware or software problems that exist with the computer.
15. Plagiarizing of any kind is unacceptable. Students caught plagiarizing will be assigned a zero mark and the matter will be referred to the principal's office.
16. Come to class on time with the necessary materials to work with (planner, textbook, binder etc.) and in proper uniform. Students should be in uniform prior to entering the classroom otherwise they will be deemed late and will be sent to the office.
17. Keep all assignments, handouts, homework etc. organized in a binder.
18. Develop and maintain good class notes to study from.
19. Complete all daily assignments and make up any missed work or tests.

A student's account may be suspended for an undisclosed amount of time for not following the aforementioned. **Account suspensions and/or school suspensions may result if the student does not follow the aforementioned procedures and policies, does not follow the code of conduct as outlined in the student planner or one of the following: vandalizing computers, destroying data on computers, hacking, stealing hardware, and inappropriate use of the Internet.**

I (Print Student Name) _____ have read the above document and agree to adhere to all of the above procedures and policies.

Student Signature: _____ Date _____