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ONTARIO
DEPARTMENT OF
EDUCATION

General and
Advanced
Levels of
Instruction
in Grade 13

Accountancy
and
Secretarial
Studies

JANUARY, 1966

As recommended by the General and Advanced Committee which conducted part of the Grade 13 studies, the suggested outlines listed below have been prepared at the direction of the Minister of Education by the Curriculum Division with the assistance of university and secondary school personnel. The outlines are to be considered as working papers rather than definitive courses. It is expected that they would be subject to further development and change if it is decided to submit them to field testing. They are being distributed to the universities and to the secondary schools for evaluation.

GA. 31	Accountancy and Secretarial Studies	GA. 17E	General Science
GA. 13	Art	GA. 7	Geography
GA. 17B	Biology	GA. 15B	German
GA. 11	Classics	GA. 9	History
GA. 18	Chemistry	GA. 12	Mathematics
GA. 4	English	GA. 16	Music
GA. 46	français	GA. 17C	Physics
GA. 15A	French		

BROAD SUGGESTED OUTLINES OF PROPOSED GENERAL COURSES IN ACCOUNTANCY AND SECRETARIAL STUDIES

GENERAL COMMENTS

The committee formed to prepare tentative General Level courses of study for the Grade 13 students, included representatives of the teaching profession, the universities, the Colleges of Education, and the Department of Education. In addition, assistance was given by professors in four universities other than those represented on the committee.

As the course outlines show, the committee envisioned a completely different approach from that followed in former Grade 13 courses in Accountancy and Secretarial Practice. The former courses concentrated on the more practical features of the subjects and stressed the application of skills to specific business routines. The committee felt that the present Five-Year Business and Commerce student, having had three years from Grade 10 to 12 as a background, and having covered most of the subject matter now contained in the former Grade 13 courses, was able to undertake a more advanced treatment of the particular subject. It was also recognized that although many students might have taken the Business and Commerce option in secondary school a pursuit of further education at university would not necessarily be in the business area. The committee felt that the General Level courses should be a worthwhile preparation for further study in any discipline.

For these reasons the proposed courses are more concerned with developing ability to solve problems, express opinions in controversial subject areas, and make challenging decisions. Emphasis is on learning to analyze problems and to make decisions of significance in our changing society. It is the belief of the committee that the courses suggested can be appropriate for students who may be seeking admission to further education in any particular area, and that they could be recognized for credit purposes as adequate preparation for entry into any study at a higher level.

It is realized that a program of retraining and updating will have to be undertaken to prepare many teachers for the courses outlined. The ever-growing body of knowledge in the field of business, mathematics, science

and other subjects makes this updating a necessary part of course revision.

High school textbooks in existence for either course will not cover the topics suggested. However, by the selection of material presented in several senior level textbooks, and by the use of current articles in professional journals and financial publications, the necessary subject matter can be obtained so that the proposed courses will provide the capable student with worthwhile knowledge of business and a sound opportunity for achievement and learning.

The committee concerned itself with developing courses only at the general level. However, as mentioned in the report to the Minister by the General and Advanced Committee, and the Implementation Committee, courses offered at first at one level may be extended to another level at a later time.

GRADE 13 ACCOUNTANCY

Aims

- 1 To investigate the changing concept of the business firm in a socio-economic environment.
- 2 To acquaint the student with the importance of accounting methods and reports in financial and managerial decision making.
- 3 To develop in the student an imaginative approach to accounting so that traditional thinking, while respected, is not accepted without question.
- 4 Study procedures for collection and dissemination of information.

Outline

1 THE NATURE AND PURPOSE OF THE BUSINESS ENTERPRISE

- (a) the firm, its nature
- (b) its objectives — to make the greatest possible gain for the owners of the firm over the life of the investment and in so doing
 - (i) Provide employment
 - (ii) Create new and improved products
 - (iii) Provide goods and services at lower cost
 - (iv) Create a public image

- (v) Open new territories
- (vi) Provide funds to pay debts
- (c) obligations — legal, social, individual in the firm
- (d) place of individual firm in society
- (e) traditional and current philosophy
 - (i) Past and present
 - (ii) Effects of Labour and Business unions
 - (iii) Government responsibility for employment and growth

2 PRINCIPLES, REPORTS AND CONTROLS IN BUSINESS

- (a) concepts and generally accepted principles (postulates)
 - (i) Basic concepts — profit, clean surplus, current operating
 - (ii) Basic assumptions — permanency of concern; stability of the unit account — stable and unstable — inflation and deflation
 - (iii) Standards of reporting — objectivity, conservatism, consistency, comparability and full disclosures
- (b) financial statements
 - (i) Reading and Understanding — Profit and Loss Statement, Balance Sheet, Statement of Retained Earnings, Source and Application of Funds
 - (ii) Evaluation of Financial and Economic Information — readings from financial journals and newspapers
- (c) theory of control
 - (i) The Accounting System — Internal check, manual check, standard cost and budgeting, organization structure
 - (ii) Appreciation of impact on accounting system of Mechanization and Automation — role of accountant in automated business

3 DECISION MAKING IN BUSINESS

- (a) standards
 - (i) Appropriateness of data for decisions
 - (ii) Timeliness of data

- (iii) Appropriateness to level of reporting
- (iv) Less emphasis on accuracy
- (b) statements — reporting revenues, costs, responsibilities, project analysis, return of investment analysis
- (c) case studies

4 CAPITAL AND FINANCING IN BUSINESS

- (a) definitions of assets, liabilities and capital and sources of wealth
- (b) theory of wealth — proprietary, entity, fund theory
- (c) raising funds for business — short term credit; long term borrowing; equity capital; sources and uses of funds; changes in working capital

5 THEORIES OF VALUATION IN BUSINESS

- (a) cost and/or value
- (b) inventory valuation-average, Lifo, Fifo, Nifo
- (c) price level changes and effect on the value of a firm's reporting, income and asset valuation
- (d) problems in determining assets and goodwill; methods of measuring depreciation and depletion
- (e) case studies

6 EFFECT OF TAXES ON BUSINESS

- (a) government motivation and budgeting
- (b) direct and indirect taxation
- (c) effect of pricing, financing and reporting
- (d) capital cost allowance
- (e) deferred income tax
- (f) case studies

GRADE 13 SECRETARIAL STUDIES

Aims

- 1 To provide an investigation into the problems inherent in the communication of ideas and to provide an opportunity for students to express their ideas.
- 2 To develop an appreciation of the fundamentals and functions of parliamentary procedure as a basis for business.

- 3 To introduce the student to the general historical nature of Canada's trading position.
- 4 As secretarial practice is a prerequisite for this course an analysis of secretarial theory applied to the professional will be developed.

Outline

I COMMUNICATION THEORY

- (a) Thinking and Communicating — theories and methods.
- (b) Fidelity of Communication.
- (c) Learning — Communication in a Personal Context — Learning Theories.
- (d) Interaction — Interpersonal Communication.
- (e) Meaning and Communication.
- (f) Application of Principles
 - (i) Media Writing
Style: types; analysis; patterns and objectives; application to Corporate Systems.
 - (ii) Structuring the document: format; abstracts; synopsis; sources of information; statistical presentation; footnotes; bibliography; appendix.
 - (iii) Verification; correction.

2 REPORTING ASSOCIATION FUNCTIONS

- (a) Organization of an association: nature; aims and objectives; constitution; election or appointment of executive officers and committees; duties of officers, committees, members; corporate responsibilities of members; by-laws.
- (b) Meetings of an association: notice; agenda; advance preparation for planning the meeting; parliamentary procedures; rules of conduct; order of conduct; order of business; preparing and passing motions or amendments; presentation of reports.
- (c) Preparation of minutes: order of minutes; itemizing content; indexing and correcting minutes; unfinished business; records of attendance and voting; copies of resolutions; care of corporate records.

- (d) Application of principles: minutes of board or committee meetings; conventions; court proceedings.

3 CANADIAN TRADE

- (a) A brief survey of Canada's trading position dealing with industrialization, population, transportation, urbanization showing trends and developments into the mid-Twentieth Century.
- (b) Documentation: private and public policy.

4 PRACTICE OF LANGUAGE

- I (a) Phonetic structure and analysis of the English language; expressed by symbols.
- (b) Application of principles: controlled; sustained; interrupted.
- II (a) Semantics of professionalism: specialized vocabularies — administrative; industrial, commercial; mercantile; scientific; medical; legal.

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