Account Book instructions

Materials

1. One "OCAD Wood Shop Balance Record Sheet" (which I will provide).
2. A current "OCAD Wood Shop Price List" (this should be posted in the shop).

Tools

A pencil (wooden pencil with eraser would be my choice) or pen. Tape measure. Calculator.

Method

1. Purchase OCAD ticket vouchers in order to make a deposit and open your wood shop account. Forty dollars ($40.00) is recommended as an initial deposit. Tickets are purchased from the cashier located in the basement of the red building. Note: 7% GST will be charged on your purchase.
2. Pick up an "OCAD Wood Shop Balance Record Sheet" from me **and print your name clearly at the top**.
3. Make a deposit (e.g. $40.00) to open your account by giving me your OCAD tickets, or slip them into the red ticket box on the inside of the south door of the wood shop resource centre.
4. Make an initial (first) entry for your account by completing the first line of the record sheet. Include the date (e.g. "Sept. 15"), a description for the transaction (e.g. "deposit"), and the amount of the transaction (e.g. "$40.00"). The initial deposit amount becomes your initial balance and should be noted in the "Balance" column on the far right side. Look at the back side of the record sheet to see an example of an initial entry.
5. Insert your record sheet into the account book in the section to the right of the divider labeled for your class (e.g. Mon 12 - 2:50).
6. Make (as appropriate) an entry on your record sheet for each purchase of OCAD wood shop supplies and materials. For example, your first purchase will probably be your knife. Include in your entry: the date, the description (e.g. "1 whittling knife"), the purchase amount (e.g. "$20.00"), and the balance (e.g. "$20.00" - which is the previous balance minus the purchase amount $40.00 - $20.00 = $20.00). Look at the back side of the record sheet to see an example of an initial entry.
7. With additional purchases, make further entries, as appropriate, in your account through the term. When purchasing wood, indicate the type of wood, the number of pieces, and the dimensions (length, width and thickness). Look at the back side of the record sheet to see an example. A lesson on calculating the cost of materials will be given in class.
8. When your balance approaches zero, please purchase and deposit more tickets for your account and record the deposit on your record sheet.
9. **Do not purchase OCAD shop materials on credit.** This is not permitted. The balance in your account must have enough funds to cover your purchase.

Account Book Guidelines

1. Your complete and neat entries should be made at time of purchase.
2. Use more than one entry line for longer entries.
3. Ask for another record sheet if you come to the end of your sheet.
4. If you make an error, cross out the entry with a single line drawn through the entry and make a new entry immediately below. Or neatly use an eraser.

5. When you are purchasing material, write down the size and type of the material on a scrap of paper as you select it or cut it from stock. Take the slip to the record book to make your entry. Make the entry as soon as you can. You don't have to do it immediately, but you should do so before leaving the shop during that work period. Keep the slips as duplicates for your records.
6. The cashier's receipt is your purchase receipt.
7. If you have a positive balance at the end of the term, you may request a refund.
8. The account sheet is intended to be used in the shop in the current term only.
9. Your account sheet, considered as part of your participation in the course, will be collected and reviewed at the end of the term.

Review Criteria

1. **Completeness**. Entries should be complete in all details and in all fields.
2. **Accuracy and Correctness** . Your entries should accurately and correctly reflect all items involved in your transactions.
3. **Neatness an Legibility**. Your entries should clear and easy to read.

Account Book Learning Outcomes

After completing this assignment you will be able to:

1. Measure and calculate costs of materials sold in units of linear feet, square feet, and board feet.
2. Keep an account of costs for wood shop material purchases including lumber, sheet materials, and supplies.
3. Compare the relative costs of various wood shop materials and supplies.
4. Identify a variety of woods and their characteristics.

Course Learning Outcomes

1. Students will understand the properties of wood
2. Students will become familiar with wood workshop techniques

Course Learning Objectives

1a) Experimenting with various kinds of wood and wood products
1b) Analyzing different techniques such as laminating, gluing and fastening
2a) Comparing the different properties of various materials
2b) Experimenting with solid wood and veneers to achieve their design objectives
3a) Developing skills required to use shop equipment and provide general maintenance
3b) Preparing projects focusing on fastening, fabrication and finishing techniques
4a) Completing projects using the wood shop
4b) Developing a vocabulary of the materials and processes associated with wood
4c) Demonstrating an ability to draw and model to clearly communicate concept and design solutions

Key Topics | 5. Equipment / hand tools

Due Dates	Last meeting of the course	**Value**	0% of Final Mark (considered part of "participation")