



Accounting/Finance Syllabus

This course is designed to provide students with basic skills necessary for employment in the accounting department of small businesses. Students will be competent in basic accounting principles as they relate to proprietorships and partnerships. They will develop skills in:

- Applying the accounting equation
- Analyzing and recording business transactions
- Understanding Cash Control Systems and preparing related business papers
- Preparing financial statements and payroll records
- Utilizing computerized accounting procedures

Students will be required to rely on previous foundation skills as they apply their knowledge, problem solving skills, make decisions, and execute proper accounting principles and procedures.

Course objectives include:

- Define accounting vocabulary
- Identify accounting and business information
- Apply accounting principles
- Classify types of accounts
- Effectively start an accounting system
- Demonstrate knowledge of the accounting cycle and effectively record business transactions
- Demonstrate knowledge of accounting procedures for proprietorships and partnerships
- Identify and record how businesses use cash
- Prepare payroll records
- Demonstrate the ability to write, speak, carry out computations, and apply analytical and problem solving skills

Classroom Rules

This class will be structured in a business environment format. Criteria for employee performance evaluations will be used as expectations for your evaluation as well. In this class you are expected to:

- Arrive on time every day. Employees are rarely late for work and are usually early.
- Come prepared. Bring your pencil/pen, notebook and paper with you every day.
- Attend class on a daily basis. Do not have unexcused absences. Employees are normally only allotted a specific number of sick days per year.
- Keep your workstation neat and clean. Discard any scrap paper and keep class materials neatly on your desk.
- Treat the computer/technology equipment with care.
- Follow the acceptable use policy at all times.
- Have a good attitude.
- Respect each other and the instructor (including subs!)
- Do not make fun of anyone else. Respect the ideas of others. Be polite.

Computer Use Rules

- Do not play games. School policy does not allow game playing on school computers.
- Do not download sound or MP-3 files to the hard drive or the server. They take up a great deal of space and are not necessary for learning.
- Do not modify any settings on the computer.
- Do not change screen savers and wallpaper.
- Do not share your password or use another student's password to logon to the network.
- Do not open another student's document or tamper with or change in any way anyone else's work.
- Do not shut off someone else's computer.
- Do not bring food or drink into this classroom at any time.
- Cheating will not be tolerated. That includes printing an extra copy of an assignment and giving it to a friend as well as plagiarism and copying. All assignments must be saved to your own directory and able to be shown upon request of instructor.
- Working together on certain accounting assignments will be allowed **ONLY** with the instructor's permission

Consequences

Any misuse of the network and/or the Internet will result in the following:

- Student will be removed from the network.
- Grade will be reduced by one complete grade.
- Misuse of E-Mail will result in the loss of your E-Mail account.

Cheating:

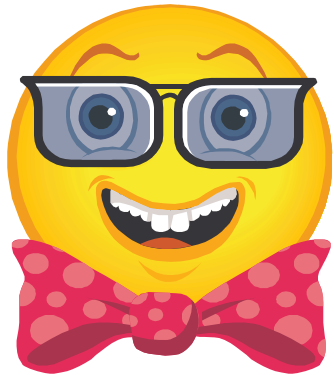
- **First offense results in a zero for the assignment for all parties involved and a reduction of one grade for the marking period.**
- Second offense will result in a conference with the parents and the principal.



Grading Policy

Grades will be given every 12 weeks. Each assignment, test, and quiz will be assigned an appropriate number of points. Your grade is based on total accumulated points. Interims will be sent midway through the trimester. Edline grades will be sent on Friday, September 12 and every Friday for the rest of the trimester.

Ten extra credit points per chapter are available for those students who complete the Cases for Critical Thinking.



Grading Scale

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	0-59	E

Increasing/Decreasing Productivity Points

Everyone starts out with 100 points. You can increase or decrease your points as follows:

Increasing Points: You may **increase** your points as follows:

Extra credit as determined by the instructor

Decreasing Points: The following characteristics will **reduce** your employability points during a trimester:

- Tardiness
3 points
- Unexcused absence
5 points
- Off task
3 points
- Unprepared for work
2 points
- Quitting work early
3 points
- Not cleaning up workstation
3 points
- Not checking equipment
5 points
- Inappropriate behavior (Includes eating/drinking during class, excessive socialization, disruptive behavior, and inappropriate language)
5-10 points
- Leaving class without permission
10 points
- Being asked to leave class by instructor due to behavior
10 points
- Misuse of computer, network, in chat rooms, in E-Mail without permission, etc.
5-10 points