

Accounting II Course Syllabus

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Course Description:

Students will develop advanced skills that build upon those acquired in Accounting I. Additional accounting skills such as reconciling uncollectible accounts, calculating depreciation on assets, interpreting financial information, and calculating notes and interest will be developed. *Senior students can receive 1 math credit.*

Course Content:

- Payroll Accounting
- Payroll Liabilities and Tax Records
- Accounting for Sales and Cash Receipts
- Accounting for Purchases and Cash Payments
- Special Journals: Sales and Cash Receipts
- Special Journals: Purchases and Cash Payments
- Adjustments and the Ten-Column Work Sheet
- Financial Statements for a Corporation
- Completing the Accounting Cycle for a Merchandising Corporation
- Accounting for Publicly Held Corporations
- Cash Funds
- Plant Assets and Depreciation

Required Materials:

- Internet access
- Pencil and/or pen
- Notebook
- Calculator (Optional)

Classroom Policy and Procedures:

- Be respectful of teacher, classmates, and school property
- No food, candy, or drinks in the computer lab
- Be prepared with necessary materials
- Follow the School's handbook and Acceptable Use Policy
- Do not change computer desktop (screensavers, backgrounds, icons, etc.)
- Downloading is not acceptable
- Internet access is for educational purposes **ONLY**
- No cell phone, iPod (mp3), or other electronic devices during class period
- Do your own work. No cheating or plagiarizing.

Grading Policy:

A student's grade will be based on a combination of assignments and quizzes/tests. Students are accountable for turning in assignments and quizzes/tests on the scheduled due date. Late assignments and tests/quizzes will **NOT** be accepted. However, in the case of an excused absence, the student will need to contact the instructor to make arrangements for an extension. Students/Parents/Guardians may also check student's progress on PowerSchool.

- **Assignments/Homework:** 60% of student's grade
- **Quizzes/Tests:** 40% of student's grade

Students are required to complete their own work. Students who cheat/plagiarize will receive a zero score on the assignment/quiz/test or may be expelled from the class. (Typing anything on another student's computer, using another student's assignment, modifying or printing another student's assignment, or copying from another student are all examples of cheating/plagiarizing.)

Absences:

Students must come in during lunch or after school to obtain any makeup work. **NO** makeup work will be handed out during class. Students are accountable for turning in assignments on the due date. **Late assignments will not be accepted.** Students will also be responsible to make arrangements with the instructor to make up quizzes/tests.