

Accounting Syllabus

FREEMAN HIGH SCHOOL – ROOM 118

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Prep Period – 1st period

Welcome to Accounting/Math Lab! Accounting is planning, keeping, analyzing, and interpreting financial records. It is recommended for all persons considering a career in any area of business as well as for organizational and personal use. Math Lab provides the opportunity for students to review a variety of math principles. It is recommended for those students who may need to fine tune their math skills so that they can fulfill the math portion of Washington State's high school graduation requirements. The Math EOC test will be taken in January. Throughout this year-long course, Accounting and Math Lab will be taught hand in hand. Math principles will be integrated throughout the course while students are learning life-long accounting skills. We may spend the entire week working on accounting principles, spend the entire week working on math skills, or combine the two. Accounting/Math Lab is a full year course.

Accounting will introduce basic underlying accounting principles, debit-credit concepts, profit-loss understandings, transaction analysis, and will work through the accounting cycle and record-keeping for a partnership and a single proprietorship. The course will be taught hands-on. Although ample time will be given in class, students will need to spend out of class time to complete assignments. Simulations will be inserted as appropriate and will introduce variety and enrichment in a number of business/accounting related areas.

Time permitting, computer applications of accounting procedures will be interwoven with manual demonstration of knowledge. Methods of instruction will include both instructor-given material as well as use of computer CD ROM's and other sources.

*Please note: The Accounting class can be used as a general math credit for graduation based on the following criteria:

- a. You must be a junior or senior, and
- b. You must have passed Algebra and Geometry

The class will not count for a math credit for college entrance; however, it does count as a math credit for graduation purposes.

OBJECTIVES:

Learning opportunities provided shall assist students in:

1. To review the math principles necessary to successfully complete Washington State's math EOC test.
2. Demonstrating proper journalizing techniques by correct recording of the date, account titles, documentation, debit and credit amounts, and differentiate among these terms and processes.
3. Demonstrating proper posting techniques by correct recording of the date, information in the items column, posting reference, debit and credit amounts, and correct calculation of the new account balance, and differentiate among these terms and processes.

4. Preparing a trial balance to prove the equality of debits and credits in the ledger, and differentiate among these terms and processes.
5. Preparing a detailed income statement, balance sheet and the supporting schedules to demonstrate the business progress during a given fiscal period, and differentiate among these terms and processes.
6. Correctly recording the adjusting and closing entries in the journal and post them correctly to the ledger accounts, and differentiate among these terms and processes.
7. Demonstrate the ability to properly use the ten-key pad and calculator on the computer.
8. Successfully completing assigned accounting simulations.
9. Demonstrating the ability to properly use the technology provided (Word and Excel).
10. Demonstrating the ability to utilize time management techniques.
11. Increasing the ability to perform in a leadership role.

Materials Needed

Each student will need the following to successfully complete the course:

Textbook: Glencoe Accounting, First-Year Course, 3rd Edition
Workbook: Glencoe Accounting Working Papers (Workbook)
A hand-held calculator
Pens and Pencils (with a good eraser)---Almost all work is done in pencil.
A three-ring binder – Organization is the key to business.

Grading

Students will be graded in the following three major areas:

10% - Leadership Component
10% - Work Habits (Organization, Preparation, Absences, Tardies, Use of Time)
80% - Daily Work, Simulations, Tests and Quizzes

Freeman School District Grading Scale

A = 90 – 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 0 – 59%