

Accounting II 2008-2009

Course Description:

Accounting II is a one-year course designed to expand on topics learned in the first-year course while adding new topics about corporate accounting, management accounting, cost accounting, not-for-profit accounting, and financial analysis. The study of a second year of accounting helps qualify students for jobs and careers at higher levels than one year of study would allow.

Course Rationale:

Instruction in this area plays an important role for students who are preparing for accounting careers after graduation-employment or higher level of education. It is also a crucial component of academic backgrounds for students who will pursue entrepreneurial ventures and small business ownership. All students, regardless of the profession they choose, can benefit from accounting instruction since it is an integral part of every business institution and organization.

Course Objectives:

1. Identify accounting careers.
2. Apply accounting concepts using accounting forms and software.
3. Complete the accounting cycle for a corporation.
4. Maintain banking records.
5. Process payroll.
6. Apply concepts to real life by completing an accounting simulation.
7. Demonstrate automated accounting procedures.

Materials:

1. Pen
2. Pencil
3. Paper
4. Calculator
5. Ruler

Grading Scale:

95%-100%	A	73%-76%	C
90%-94%	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+	Below 60%	F

Grades:

Daily work is 20% of the student's grade. Tests are 50% of the grade. Projects are 30% of the grade.

Grading Policy:

1. Late work is not accepted unless the student has been absent.
2. Tests are to be taken on the day announced.
3. A zero on the test is earned by anyone talking during testing.
4. Cheating is not tolerated. Anyone caught cheating receives a 0 for the work and a 5th hour.
Second offense will result in a zero for the semester.

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I have read the syllabus for Accounting II and understand the course description, rationale and objectives. I also understand how the class is graded.

Student Signature

Parent Signature

Date

Date