



Accounting Applications I

Finance Academy

Course Syllabus

2014-2015

Room 202

Mrs. Crystal Shuchart

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Rigor and Relevance Happen Here!

Course Description:

This course emphasizes double-entry accounting, methods and principles of recording business transactions, the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, changes in equity, and the preparation of financial statements. *** It is expected that each student will complete industry certification in Microsoft Word 2013, Microsoft PowerPoint 2013, and Microsoft Outlook 2013 and work towards earning Microsoft Excel 2013 and Microsoft Access 2013.***

Course Objectives:

1. Students will demonstrate employability skills.
2. Students will compose a resume and cover letter.
3. Students will apply accounting principles and concepts using appropriate technology.
4. Students will learn how to analyze transactions into debit and credits using T-accounts.
5. Students will learn how to post transactions to a general ledger.
6. Students will learn how to write checks and prepare monthly bank reconciliation.
7. Students will learn how to prepare financial statements for a proprietorship and partnership.
8. Students will learn how to prepare payroll records and paying payroll taxes.
9. Students will learn the difference between manual and computerized accounting.

Textbook Website:

<http://accountingextra.swlearning.com/multicolumn/default.html>

Course Website:

<http://sites.leeschools.net/CrystalPS>

Required Materials:

3-Ring Binder with Tabs, Pencils, Loose Leaf Notebook Paper, and Calculator

Grading Policy:

Class Assignments	40%
Tests (includes Certification)	30%
Quizzes	15%
Writing Assignments	10%
Bell Ringers/Homework	5%

Computer Use:

The use of computers is required. Any destruction, vandalism, accessing inappropriate websites, accessing game websites, and/or accessing your fellow classmates' student accounts will be reported to administration. No gum, food, or drinks are permitted at the computers. In addition, purses, bags, and binders are not permitted at the computer.

Attendance and Make-up Work Policies:

Career Education classes are by definition production classes. Your grade depends greatly on attendance, preparedness, and the timely completion of assignments. Don't waste time or get behind. All assignments are required, late work will not be accepted without an excused absence. It is your responsibility to make up work when absent.

Classroom Expectations & Procedures:

- Students are expected to be at their assigned seat when the tardy bell rings and prepared with the required supplies.
- Use appropriate language. Students are expected to treat their classmates and teacher with respect and courtesy. Mocking, rudeness, talking back, poor language, raising your voice, etc. is not acceptable behavior.
- No food or drink allowed in classroom.
- No electronic devices of **ANY** kind to be used during class time. This includes, but is not limited to: **cell phones, iPods, mp3 players, and cameras.**
- Make sure all trash is placed in either waste basket or appropriate recycling bin.
- Students should use their time between classes wisely. Leaving class to use the restroom, go to your locker, or see another school official will be kept to the bare minimum and excessive requests will be denied. **Reminder: 3 passes per quarter.**
- Students are to operate the computer and software with the teacher's permission only.
- Students are expected to stay on task throughout class and complete all assignments.

Discipline:

1 st Offense	Warning and/or Call Home
2 nd Offense	Detention
3rd Offense and thereafter	Referral

I am looking forward to a great year! Please let me know if there is anything I can do to help you.

