

Oscar A. Carlson High School
30550 West Jefferson
Gibraltar, Michigan 48173
734-379-7100

Course Name: Accounting A & B

Course Number: 542

Course Credit: 1

School Year: 2008-2009

Instructor: Miss Ochalek

Course Description:

Financial activities of a sole proprietorship, partnership and corporation are the focus of this course. Theory and principles to include adjusting and closing procedures, payroll, bank reconciliation and preparation of financial statements will be covered. Students are introduced to various journals and the goal is to learn the complete accounting cycle. Some computer application will enhance the course.

Course Objectives:

- Instill in students an understanding of Career Pathways
- Students will be knowledgeable in Accounting concepts

Student Competencies:

- Students will be competent in using basic Accounting concepts
- Students will be competent in using Quickbooks Professional 2007
- Students will be competent in using a calculator

Required Text:

- Southwestern 21st Century Accounting Textbook
 - Copyright 2006
 - 8th Edition
- Southwestern 21st Century Accounting Workbook
 - Copyright 2006
 - 8th Edition
- Southwestern Tax For Teens

- Copyright 2004
- Southwestern Banking Systems Book
 - Copyright 2005
 - 1st Edition
- Southwestern Automated Accounting 8.0
 - Copyright 2003

References & Other Resources:

- Quickbooks Professional 2007
- Automated Accounting 8.0
- Internet

Course Advisory Committee:

- | | | |
|--------------------|-----------------|--------------|
| ● Brenda Bechtol | Jim Perry | Andrea Lozon |
| ● deAndra Fountain | Garrett Ochalek | |
| ● Todd Skopczynski | Jeff Acs | |
| ● Allison Ochalek | Malin Wager | |
| ● Walter Kargus | Shane Hall | |

Class Assignments:

- Chapter assignments in textbook
- Automated Accounting assignments in textbook
- PowerPoint
 - Budget Project
 - Top 50 United States Companies
- Microsoft Excel
 - Financial Worksheets
 - Balance Sheets
 - Income Statements

Final Exam:

- The final exam will be 10% of the student's overall grade.

Class Policies:

1. Regular attendance: You cannot do so well in school if you are not here!
2. Be on time to class. You are expected to be in your **assigned** seat and ready to work when the bell rings. **DO NOT** stand in the hallway or by the door before the bell rings. You are to remain in your seat until you are dismissed.

3. Bring necessary materials to class: pen, pencil, notebook and planner.
4. Complete assignments correctly, accurately, and on time. **No late assignments will be accepted.** Cheating **will not** be tolerated; all parties involved will receive a zero for the assignment/test, as well as a detention and call home.
5. Excused absences: **See me on the day that you return to school.** YOU are responsible to find out what assignments you have missed. Upon returning to school, students will be allowed one week to make-up work that was missed. After one week the student receives a zero for missed assignment(s).
6. Use computers properly and ethically: Follow all computer lab rules.
(see attached form, please pay close attention to bullet point # 2)
7. Passes: Passes will only be issued with **your** student planner.
8. **Absolutely no** foods, drinks, candy, or chewing gum allowed in the classroom/computer lab at any time.
9. Have a good attitude and be respectful! You are expected to show respect to everyone and everything in the classroom. Be polite. Inappropriate behavior will not be tolerated. Detentions will be given for behavior that is persistent, along with a phone call home.
10. All rules and procedures outlined in the School Code of Conduct will be enforced.

Evaluation & Grading:

In-class activities will be checked on a turned in basis. A student's score will be based upon the effort and work demonstrated. Students are expected to thoroughly attempt every in-class assignment. A student's in-class activity grade may also consist of homework and/or projects that are assigned.

GRADING SCALE

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

Evaluation of your final grade will be based upon classwork/homework assignments, quizzes, tests, in-class activities and behavior. Point values will vary based upon the type/size of the assignment. Your total points will be added up and divided by the total for the semester to establish a percentage.

Course Outline:

- I. Southwestern 21st Century Accounting
 - a. 20 Weeks
- II. Automated Accounting 8.0
 - a. 4 Weeks