

# ACCOUNTING 2

## 2007-2008

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### **Texts:**

Glencoe Accounting Chapters 14-24 (Accounting 2)  
Various Simulations

### **Software:**

Glencoe Electronic Learning Center  
Peachtree Accounting Software  
Microsoft Excel  
Virtual Business Simulation

### **Goals:**

Students will apply accounting principals for departmentalized systems; payroll procedures; decision making skills in budgeting; accounting principles in a computerized system; introduction to corporate accounting practices.

### **Course topics include:**

Departmentalized Accounting Procedures  
Completing Payroll  
Plant Assets  
Corporate Operating Procedures  
Inventory  
Budgetary Accounting  
Financial Statement Analysis  
Accounting System Setup

### **Prerequisite:**

C or better average in Accounting I and approval of instructor. Ability to work independently

### **Assignments, Exams, etc.:**

There will be daily assignments which consist of problems, questions, and case studies. You will have problems due almost everyday. All work is due by the due date—1 day late is ½ credit; 2 days late is no credit. Failure to hand in 2 or more assignments will be subject to an incomplete in the course until all work is handed in. So even if it is past the date of receiving any credit at all you must still turn in the assignment to avoid an incomplete in the class. This is necessary to be sure you have completed the practice work and are ready to perform on a test. Learning accounting is a step by step process. It is important to understand one concept before you progress to another, therefore, you need to do all assigned work.

Because the beginning class will be going on at the same time, you will be working through much of your work on an independent study basis. If after studying the material you have problems understanding the material, see me and we will work through it together.

If you have an accounting partner (someone else in Accounting II in the class), you and your partner may talk things over but you should both attempt to complete all problems independently. That way you will be prepared for tests.

You are expected to read each chapter and study the illustrations. In addition to problems there will be a chapter problem test as well as Unit objective & problem tests.

### **Grades:**

Daily graded assignments will count approximately 50% of your marking period grade. Attendance and participation will count as 10% of your marking period grade; tests will count approximately 40% of your marking period grade. When we do simulations the above percentages will change slightly as these major projects will have more weight than a daily assignment as they take weeks to

complete.

### **Classroom Decorum:**

1. Regular Attendance: You can't do well in school if you aren't here!
2. Bring Required Materials to Class: This includes your book, workbooks, pencil, pen and calculator if needed. This is your responsibility.
3. Keep your workstation neat. Always dispose of papers properly and put books back where they belong.
4. Complete Assignments Correctly, Accurately, and On Time: Late assignments will not be accepted without prior arrangements. If you miss a day, you have one day to make up missed work. You are responsible for finding out what you miss when you are absent.
5. All rules on cheating will be handled according to the handbook. In a computer class, cheating is also giving someone else your file or printing a copy of your file for someone else. Copying someone else's problems and homework is also cheating.
6. Use computers properly and ethically: Follow all computer use rules. Violations will be dealt with appropriately. No games, social networking, music, video, or shopping. Internet is only to be used for assignments in this class unless you have permission from the teacher to look up information for another class. **YOU ARE NOT TO PLUG OR UNPLUG ANY CABLE.** If you have a computer problem, see the teacher.
7. Comply with network user agreement: There will be no leniency afforded to anyone who violates any portion of the school network agreement.
8. Have a Good Attitude: Everyone has bad days. Don't let a bad day make you a bad person to be around.
9. Respect Each Other: Respect the ideas of others. Don't belittle someone simply because you don't agree. Be polite. Horseplay will not be tolerated.
10. Respect the Teacher. When the teacher is talking, you are to give her your full attention. Private conversations will not be tolerated. Jeers and negative comments will not be tolerated. If you have an opinion you will be asked for your opinion at the appropriate time in the discussion.
11. If doing teamwork assignments you are expected to participate and be a productive member of the group. You will be asked to do assignments that may involve involvement with the community and you are expected to cooperate.
12. Respect guests in the classroom.
12. Follow all school rules as outlined in your planner.
13. Ask for help. I may not be available at that very moment but you can make arrangements to meet with me after or before school if necessary.
14. Check your grades regularly. If you start slipping, you have a responsibility to improve your grade.