

ACCOUNTING

BRENTSVILLE DISTRICT HIGH SCHOOL

Mrs. Witt – Room 1201
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2016- 2017

Course Description

Accounting is a one-term course with emphasis on basic accounting principles as they relate to both manual and computerized financial systems. Instruction is on an integrated basis using microcomputers and electronic calculators as the relationships and processes of manual and computerized accounting are presented.

Objectives to be Covered

Upon completion of the course, the student will be able to:

1. Demonstrate competencies in the sequence of the accounting cycle.
2. Record and analyze complex business transactions using proper forms.
3. Define sole proprietorship, partnership, and corporation.
4. Contrast accounting systems for sole proprietorships, partnerships, and corporations.
5. Complete a simulated accounting project.
6. Demonstrate employability and leadership skills.



Materials Needed

- Three Ring Binders with dividers (3 inches)
- Pen & Pencil & White out
- Notebook Paper
- Calculator
- Book Covered

Students are to keep a notebook with dividers. These sections are: Class Notes and Handouts, Vocabulary, Test and Quizzes, and Workbook pages. This notebook and textbook is your basic resource for the class. There will be Quizzes based on the material in your notebook. You are required to bring your notebook, COVERED textbook, and materials to class every day. If you do not have your materials you will not be permitted to go to your locker to retrieve it. It is your responsibility to make sure your Notebook is up to date.

Class Expectations:

- ✓ Follow the classroom rules
- ✓ Do your best on every task
- ✓ Handle all equipment carefully.
- ✓ Accept responsibility for your behavior.
- ✓ Participate in all class activities
- ✓ **** **Respect must be given in order for it to be received.** ****

Grading Policy:

The Prince William grading policy will be followed. Your grades will consist of: daily Class Work, Homework, Test, Quizzes, Projects, Simulations, and all other assignments as assigned.

Students will also be expected to adhere to certain expectations that I refer to as Employability Skills. An assessment of his/her ability to attain these skills will be given every two weeks throughout the nine weeks. These grades will be based on: Daily attendance and participation in class, being in the classroom on time, having all materials, beginning work promptly, proper business behavior at all times, proper care of equipment, listening and following directions, handing in assignments on time, maintaining a neat work station, and following the classroom/lab rules.

Attendance and Make-Up:

Any absence must be excused in order to make up work. It is your responsibility to see me for work missed. This must be done within 1 "calendar" day of your absence. An assignment made previous to your absence and due while you were out will be due the day of your return. Students will have 2 "calendar" days to make up missed assignments due to an absence. All work MUST be made up with in 2 days of your absences from the class.

Class Routine:

Everyone should come to class and be in his or her seat when the bell rings with all material needed. Completed assignments must be turn in and put in the appropriate tray to be graded. Make sure your name, class period, date, and assignment is in the upper right hand corner of your paper. All papers without names will be thrown away.

You will need to bring to class each day your textbook, workbook, writing materials, and class three-subject notebook.

Future Business Leaders of America (FBLA) - \$15 Dues/Year:

Enrollment in a Business class enables students to be members of the Future Business Leaders of America (FBLA). Leadership development is found through the FBLA activities, which include business meetings, curriculum relevant projects, community service projects, regional competitive events, leadership conferences, recognition programs, and social events. Please join FBLA for a rewarding experience.

