

Lyons High School

Course Syllabus – Accounting

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Room: 131	Course Length: Year Long	Business Management & Admin Career Cluster Finance Career Cluster

Course Description

Accounting courses introduce and expand upon the fundamental accounting principles and procedures used in businesses. Course content includes the full accounting cycle, payroll, taxes, debts, depreciation, ledger and journal techniques, and periodic adjustments. Students may learn how to apply standard auditing principles and to prepare budgets and final reports. Calculators, electronic spreadsheets, or other automated tools are used. Advanced topics include elementary principles of partnership and corporate accounting and the managerial uses of control systems and the accounting process.

Course Competencies/Learning Objectives

- Utilize accounting tools-strategies-and systems to maintain-monitor-control-and plan the use of financial resources
- Explain cash control procedures--e.g. signature cards-deposit slips- internal/external controls-cash clearing-etc
- Perform accounting functions specific to a merchandising business.
- Perform accounts payable functions to a merchandising business
Perform accounts receivable functions to a merchandising business
- Maintain inventory records to track the location-quantity and value of current assets
- Complete payroll procedures to calculate-record-and distribute payroll earnings

Required Text

- Century 21 South-Western Accounting 8e
- Working Papers, Chapters 1-16

Required Supplies

- School issued laptop
- Pencil
- Paper

Student Evaluation/Grading

The following grading scale will be used:

A	100-90
B	89-80
C	79-73
D	72-68
F	67-0

Tests and Projects	30%
Assignments	60%
Final	10%

Classroom Expectations

- Arrive to class on time
- Be prepared
- Respect your classmates and teacher
- Give your all, all the time
- Be responsible for your actions
- No eating, drinking (Only clear water bottles allowed), cell phones, or iPods permitted in the classroom

Attendance Policy

Regular and prompt class attendance is an essential part of the educational experience. Lyons High School expects students to exercise good judgment regarding attendance and absences. Students will accept full responsibility for ensuring their work does not suffer because of absences. All students are expected to attend every scheduled class on time. Exceptions may be made for illness and valid emergencies.

Tardy Policy

Tardies are a classroom disruption and will be handled as a disciplinary action. Students are expected to be in their assigned seats and ready to start when the bell rings. This includes having a pencil and paper ready to use and being logged in and ready to use their computer.

Assignment/Make Up Policy

Make up work will be completed after school, or before school with special permission from the teacher concerned. This applies to all athletes and students who have jobs after school. The student is responsible for asking for their assignment from their instructors.

Plagiarism/Cheating

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the giving or receiving of illegal help on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade.