

Accounting Syllabus 2017-2018

Greer Middle College Charter High School

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Room: 124 **Phone:** (864) 469-7571

Office Hours: **THURSDAY** after school until 4:00. I am usually available after school every day but Friday. If prearranged, I can be available before school Tuesday – Friday.

Credit: 1 unit

COURSE DESCRIPTION: This course is designed to help the student develop the skills necessary for the highly technical interaction between accounting and business, to develop an understanding of the steps of the accounting cycle as applied to several different kinds of business operations, and to develop an understanding of accounting concepts, principles, and practices. Use of the computer in simulated activities gives the student an opportunity to see the advantages of technology in accounting procedures.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will complete all of the following core standards successfully. One computer with Internet access per student.

COMPUTER ACCESS REQUIRED ON A LIMITED BASIS

PREREQUISITE(S): Completion of Algebra I or equivalent with a grade of C or better and/or instructor approval.

A. ACCOUNTING CYCLE

1. List the parts of the basic accounting equation.
2. Define each part of the basic accounting equation.
3. Classify accounts as assets, liabilities, or capital.
4. Prepare a beginning balance sheet.
5. Analyze transactions to determine:
 - a) which accounts are affected
 - b) which account is debited
 - c) Which account is credited?
6. Open an account in a:
 - a) General ledger
 - b) Accounts receivable ledger
 - c) Accounts payable ledger.
7. Identify source documents required for journalizing transactions.
8. Journalize transactions in:
 - a) A general journal
 - b) Special journals.
9. Post from the journal(s) to the:
 - a) General ledger
 - b) Accounts receivable ledger
 - c) Accounts payable ledger.
10. Prepare a schedule of:
 - a) Accounts receivable
 - b) Accounts payable.
11. Prepare a trial balance.
12. Complete a worksheet with adjustments to determine:
 - a) Net loss
 - b) Net gain
13. Prepare the following financial statements:

- a) Income Statement
- b) Balance Sheet
14. Journalize:
 - a) Adjusting entries
 - b) Closing entries
15. Post:
 - a) Adjusting entries
 - b) Closing entries
16. Prepare a post-closing trial balance.
17. Demonstrate knowledge of accounting terminology.
18. Demonstrate knowledge of accounting concepts.

B. CASH MANAGEMENT

1. Endorse checks.
2. Prepare a deposit slip.
3. Complete a check stub.
4. Write a check.
5. Journalize the entry for:
 - a) A bank service charge
 - b) Credit card fees
 - c) Direct deposit
 - d) ATM withdrawals
6. Automatic payment withdrawals.
7. Journalize the entry for returned items.
8. Reconcile a bank statement.
9. Journalize reconciling items.

C. AUTOMATED ACCOUNTING

1. Describe the differences between manual and computerized accounting systems.
2. Demonstrate ability to access accounting programs.
3. Demonstrate basic use of accounting software.
4. Demonstrate an awareness of and the ability to manipulate a chart of accounts.
5. Analyze and input transactions.
6. Print financial statements.

D. PAYROLL SYSTEMS

1. Identify methods of calculating employee earnings.
2. Prepare a payroll register.
3. Update employee earnings record.
4. Journalize the entry to record employee earnings and withholdings.
5. Post the entry to record employee earnings and withholdings.
6. Identify employer's payroll tax obligations.
7. Journalize the entry to record employer's tax obligations.
8. Post the entry to record employer's tax obligations.

II. INSTRUCTIONAL MATERIAL AND RESOURCES

- Computers (as needed)
- Century 21 Accounting, 9E, Gilbertson • Lehman, South-Western Publishing, Cengage Learning, 2009. One textbook is checked out to each student. ISBN 978-0538447058.
- Each student needs to provide pencils and paper for taking notes. A highlighter may also be helpful.
- A required Accounting Workbook which the students will purchase from GMC for \$25.00. ISBN 978-0538447089.
- Supplies for projects as needed. Students will be given sufficient notice when supplies are

required. In order to be successful, students should bring all their materials to class EVERY DAY. To encourage students to be prepared, there may be random "material checks" which will count as a classwork grade.

III. GRADING/EVALUATION AND ASSESSMENT:

South Carolina Grading Scale 2017-2018

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below

Following are performance levels of the GMC grading scale:

90-100 = Mastery Level

80-89 = Proficiency Level

0-79 = Below Proficiency

If a student receives below proficiency (0-79) on a **major graded** assignment, another opportunity will be given to master the material with further instruction through Office Hours. Retesting will follow the additional instruction, if a student attends Office Hours as outlined in GMC policy. Office Hours for Accounting is **THURSDAY** after school. Generally, I am usually available after school every day but Friday. If prearranged, I can be available before school Tuesday – Friday.

It is amazing what just a few minutes of intentional concentration can achieve!

South Carolina law states that a student must attend at least 175 days of a 180 day full unit course (GMC year-long A/B block schedule); therefore only FIVE (5) total absences are permitted in this class. ATTENDANCE IS AN ESSENTIAL COMPONENT OF SUCCESS. There is a direct correlation between students' attendance and their grades. When a student is absent, he/she misses valuable instruction and the opportunity to work in class and/or on a group project. Adequate time is given in class to complete most assignments. If a student is absent, my expectation is that the work is completed at home or in Office Hours (including group projects) outside of regular class time. Students will be more successful if they complete makeup work as close to the date of their absence as possible.

Class assessment will be calculated using the following percentages.

- 40% Minor (classwork and homework, quizzes)
- 60% Major (tests, projects, presentations)

Grading Policies developed by GMC faculty states that there will be a minimum of three (3) major grades and nine (9) minor grades each grading period (nine weeks.)

Semester Grade is weighted as follows:

- 1st/2nd Nine Weeks 45%
- 3rd/4th Nine Weeks 45%
- Semester/Final Exam 10%

IV. STUDENT RECORDS

- A hard copy and an electronic record will be kept for student grades.
- Progress reports are provided by the school in the middle of each nine weeks.
- Students are provided a detailed hard copy of their progress report/report card before each grading period, enabling partnership and accountability to ensure grades are correctly entered into the computer.
- Report cards will be given out by the school at the end of each nine week grading period.

- A parent or student may communicate needs or concerns via e-mail.
- Parents are encouraged to review grades on the Parent Portal website. Grades are generally updated weekly.

V. CLASSROOM RULES AND PROCEDURES

Students must follow all rules, policies and procedures in the GMC handbook.

Additional classroom guidelines are as follows:

- Be on time to class
- Be prepared for class
- Follow dress code
- Respect the teacher, others and yourself

Consequences

Students and Families choose to attend GMC. As a result, it is expected that the rules and procedures will be followed. If a student chooses not to follow the rules, there will usually be a warning given. For continuous violations, parents will be contacted and the student may be referred to school administration for further discipline.

VI. ADDITIONAL INFORMATION

LATE WORK

No credit is given for minor assignments that are turned in late. A student will receive a one (1) if an assignment is not turned in on time. If homework is assigned, it is due at the beginning of the class period on the due date. Students are not permitted to leave class (or be tardy) to use a printer or complete a project. If a major assignment (test, project, etc.) is late, a 10-point penalty will be assessed for EACH SCHOOL DAY assignment is late, up to 3 days. After 3 days, the assignment will receive 50% of credit earned. Students are typically given at least five (5) school days notice of an upcoming test. If a student is absent on the day of the test, it is in his/her best interest to take the test as soon as he/she returns to school. Tests are typically graded, returned and reviewed within a day or two.

RESTROOMS

There is sufficient time between classes and during lunch to use the restroom. As high school students that have experience in changing classes, it is expected that students use the restroom between classes. Occasionally, there may be a need to use the restroom during class. Instructions will be given at the beginning of school regarding the restroom procedure. Students are not to interrupt the teacher or class discussion to ask to go to the restroom.

ASSIGNMENT HEADING

Every assignment/test should contain the student's first and last name, the date (always available on the white board), and the class period. Failure to include a proper heading may result in a deduction of five points from the assignment grade.

PROJECTS

Greer Middle College Charter High School is a college/career preparatory high school that emphasizes project based learning. Projects (both individual and group) that are submitted for a grade should show evidence of high school level effort and ability. A project that is created at the "last minute" will typically receive a grade that reflects the "last minute" effort.

CELL PHONE POLICY

There may be times when cell phones are used in the classroom. I will give permission and instructions regarding cell phone usage. Cell phones may not be used as calculators. Your students' cell phone will be in a "cell phone cubby" (a shoe hanger) during class, so please do

not expect your child to respond to a text (or answer a phone call) during class. If you need to reach your child in the case of an emergency, please call GMC at 469-7571.

ACADEMIC DISHONESTY

Please refer to the GMC Handbook (online) for questions regarding academic dishonesty. Should a student have any questions about specific situations (citing text, etc.) it is always best to ASK beforehand.

Information contained in this syllabus is intended to be a guideline for the Accounting course and is not intended to include every possible classroom scenario. Should unforeseen circumstances result in changes being made to the syllabus, the changes will be highlighted on my website.