



## Accounting II

Instructor: Mrs. Dana Roach

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**Textbook:** *Century 21 Accounting, Advanced*, Ninth Edition by Ross, Gilbertson, Lehman and Hanson. Published by South-Western Publishing Company, 2000.

**Supplemental Material:** Aplia Online Working Papers

**Supplies Needed:** Notebook

Pencil or Pen (Everyday!)

Calculator (you may use your own or there are calculators in the room for your use)

### **Course Description:**

This advanced course in accounting expands on topics learned in the first-year course while adding new topics in departmentalized accounting, accounting control systems, inventory planning and valuation, general accounting adjustments, and corporation accounting. Students will also increase their skill in analyzing business transactions. Extensive use of microcomputers and spreadsheets will be used. Advanced applications in Excel 2013 will be utilized, along with Automated Accounting 7.0 software. The study of a second year of accounting helps qualify students for jobs and careers at higher levels than one year of study would allow. It is also excellent background and preparation for college business and accounting courses. In addition, topics learned are useful tools for the new entrepreneur. Students will have an opportunity to receive 3 college credits for the course from either Seaton Hill or WCCC (Westmoreland County Community College).

### **Course Objectives:**

- To have the knowledge and skills needed for an accounting position following graduation
- Preparation of advanced study in accounting or business management in college
- Know terminology related to the framework of accounting and forms of organizations
- Understand applications of concepts
- Demonstrate procedures for a departmentalized merchandising business
- Demonstrate accounting procedures for general accounting adjustments involving uncollectible accounts, plant assets, depreciation, notes, and accruals
- Demonstrate procedures unique to a corporation
- Strive for accuracy and neatness in record keeping
- Plan, summarize, and analyze financial records
- Utilize accounting software and Excel

### **Classroom Rules:**

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|---|--|
| Get materials   | Keep your password private                                   |
| Enter on time   | Do your own work and be proud of what you do                 |
| Take your seat  | Limit use of hall pass                                       |
| Share ideas   | Be respectful of substitute teachers (and everyone else)     |
| Engage in discussion  | Raise our hand if you have a comment/question                |
| Take notes  | Cell phones are to be put away or in the sleeve by the door. |
| Stay seated until the bell rings                            | Push in chair when you leave                                 |
| Do not touch or use the computer unless you have permission |  |

**Notebook:** You are required to keep a notebook for this class which will contain terms, working papers, and handouts.

**Homework:** Any and all homework that is collected must be turned in by the given due date; no late assignments will be accepted. All online working papers are submitted automatically.

**Assessments will be given in the following ways:**

- Quizzes
- Chapter Tests
- Sections Tests –Multiple Chapters/Units
- Computer Tests – Automated Problems

**If a student is aware of a test date but is absent...**

- The day of the test, he/she must take the test on the day of return.
- The day before the test, the student must take the test with the rest of the class.

**If a student is aware of a test date but is absent illegally, automatic zero!**

**Grading:** Tests, homework, notebook, and participation will comprise the student grades based upon points. Grades are based on the school-wide percentage scale:

A = 91% - 100%      B = 81% - 90%      C = 70% - 80%      D = 60% - 69%

**Cheating:** Cheating or sharing of work will not be tolerated. If a student cheats or shares his/her work with another student, **BOTH students** will receive a **"0"** for the assignment and the parents will be notified.

**Absences:** It is the student's responsibility to make arrangements to complete missed work. Students will be given a day for each day excused absence to make up work missed while out of school. See above for special policies for missing tests. Refer to the Parent/Student Handbook for more information about attendance policies.

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I, \_\_\_\_\_ have read and agree to the terms and conditions contained in Mrs. Roach's class syllabus. I am aware that this remittance slip must be returned to Mrs. Roach no later than **Friday, September 1, 2017**. Failure to submit the remittance slip does not exclude me from the responsibility to follow and obey the rules and regulations for the 2017-2018 school year.

Student Signature \_\_\_\_\_ date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ date \_\_\_\_\_