

ACC401: Accounting II

Room: 12

Instructor: Ms. Rhodes

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Text/ Supplementary Materials:

Century 21 Accounting, Ross et al, South-Western Publishing, 2006.

Century 21 Accounting workbook, study guide

Course Description:

This advanced Accounting course is designed to prepare students for entry-level jobs in Accounting, or to prepare them to further their learning in Accounting at a post-secondary school. Accounting II is only suggested for students who can manage their own time, and are serious about the study of Accounting since the class is an independent study course.

Class Materials Needed:

- It is essential that the accounting book, workbook, writing utensil, and calculator be brought to class **every day**.

Assessment

Class-work/participation: The nature of this class is such that Class-work and participation are very important.

Class-work consists of:

- Individual practice time to work on workbook or handouts
- Automated Accounting exercises

Use your Time Wisely: The hardest part of this course will be keeping yourself on track and using your time effectively.

Ask Questions: Even though ACC401 is an independent study class, I still expect you to ask questions. When ACC301 students are working, I will check on your progress and point out any steps in the applications.

Homework will typically not be assigned. However, if it is, it will be assigned in class. It is due the next class at the beginning of class. Penalties will be assigned for late work. Some late work will not be accepted.

Tests: Tests and quizzes will also be a tool used to assess learning in this class. Tests will be taken at the end of each chapter and unit. We will work together to devise a schedule for when you take tests. If you get lower than a "C" on a test, you will have the option of retaking the test. Your final grade will be the average of the two tests.

Accounting Simulation: An accounting simulation will be assigned during the last few weeks of the semester. This simulation will cover all accounting concepts learned throughout the semester and provides as a review for the final exam. The accounting simulation is worth approximately half of the student's semester exam grade.

Semester Exam: A comprehensive semester exam worth 20% of the student's grade will be given.

Attendance: Regular attendance in this course is critical to success.

Extra help is available before school, after school, or during advisement. Extra help will always be provided when the student makes an appointment.

Classroom Expectations

- It is the student's responsibility to find out what work they have missed.
- Students who do not arrive at class prepared (with paper, pencil, book, workbook etc) may receive a grade penalty for participation.
- PASSES to use restroom or drinking fountain are a privilege that will be taken away if abused.
- NO FOOD, DRINK, or GUM should be brought into the room. Students are allowed to bring water in a clear container. This privilege will be taken away if it is abused.
- All students must cooperate with and facilitate in the learning process of others as well as attempt to gain the most benefit in their own learning.
- In addition to the school district's policies on classroom etiquette, students will be expected to act professionally and compassionately in this classroom.
- APPROPRIATE DRESS as described in the Student Handbook will be required at all times. Inappropriately dressed students will be sent to the office.
- Other expectations may become necessary throughout the year.



"Numbers don't lie. That's where we come in."



"We need to disguise these numbers. Take this down to accounts receivable."