



SYLLABUS ACCOUNTING

POMPANO BEACH HIGH SCHOOL



Mr. Lovejoy

Course Description

THIS COURSE EMPHASIZES DOUBLE ENTRY ACCOUNTING, METHODS AND PRINCIPLES OF RECORDING BUSINESS TRANSACTIONS, THE PREPARATION OF VARIOUS DOCUMENTS USED IN RECORDING INCOME, EXPENSES, ACQUISITION OF ASSETS, INCURRENCE OF LIABILITIES, CHANGES IN OWNER'S EQUITY, AND THE UNDERSTANDING OF BOTH INCOME AND FINANCIAL STATEMENTS. EMPHASIS WILL BE PLACED ON THE ROLE OF ACCOUNTING AND IT'S INTERFACE WITH THE FUNCTIONAL COMPONENTS OF A BUSINESS STRUCTURE. A FOCUS WILL BE PRESENTED ON BUSINESS MANAGEMENT AND THE INTEGRATION OF ACCOUNTING, FINANCE, BUDGETING, TAXATION, MARKETING, OPERATIONS, DISTRIBUTION SYSTEMS, BUSINESS STRUCTURES AND HUMAN RESOURCES IN A BUSINESS ENVIRONMENT AT THE PRIVATE, PUBLIC, AND ENTREPRENEURIAL LEVEL OF BUSINESS WITHIN THE GLOBAL MARKETPLACE.

Learning Objectives

Upon completion of this course you will be able to:

1. Perform mathematical applications to solve accounting related problems and completion of source documents
2. Use the basic accounting principles and procedures as an information system
3. Analyze and process financial data for the three forms of business organizations
4. Compute, maintain, and report payroll information and payroll taxes
5. Analyze and record transactions and procedures relating to banking and petty cash activities
6. Calculate and record taxes, notes, drafts and depreciation
7. Recognize career opportunities in accounting
8. Develop good decision making skills requiring application of business ethics
9. Develop proficiency in the use of computerized accounting applications
10. Exhibit effective work habits when performing tasks related to accounting operation

Textbooks

Accounting First-Year Course – Real-World Applications and Connections

Accounting First-Year Course – Chapter Study Guides and Working Papers

QuickBooks

Excel

Course Procedures

Classes consist of a mixture of lectures and labs. Labs contain all the software needed to complete the assignment. You will need to a **flash drive** in order to save your assignments. Your flash drive is to be used only by you and not shared unless otherwise instructed by your teacher. In addition each student will have individual working papers and study guides.

Academic Dishonesty

It is expected that students will conduct themselves with integrity. If you cheat or **assist others** in cheating you have violated a trust.

Cheating will not be tolerated. All assignments must represent the student's own work. A student may discuss assignments with other students to gain a better understanding of the concepts. However, copying projects or assignments, in whole or in part, from ANY source, without explicit instructor direction, is considered *plagiarism* and will result in a **failing grade**.

Cheating includes, but is not limited to the following:

- Copying files or lending your storage device to another student
- Copying answers on exams or glancing at nearby exams
- Printing work for someone else
- Turning in assignments that have been used in other classes
- **Using another student's username and password or letting someone else use your login**

Pompano Beach High School **HONOR CODE** will be in effect.

Attendance

Excused Absence – Make up work must be submitted within one week of your return.

After a week it is late or past due

ANY ASSIGNMENT GIVING OUT BEFORE YOUR ABSENCE IS DUE ON THE DAY OF YOUR RETURN

Unexcused Absence – must be submitted in same time frame as excused absences with a 10% Deduction for homework and a 60% maximum grade for major projects and test.

If your absence becomes EXCUSED after a week, IT IS YOUR RESPONSIBILITY TO TELL ME, NOT MINE TO KEEP CHECKING

I will post in Pinnacle if an assignment is Homework (hw) or a Major Project (mp)

Please check Pinnacle on a regular basis to see if you are missing and assignments

Grading and Attendance

Grades will be a combination of the following:

- Exams, quizzes
- Individual and Group Research Projects
- Homework and Individual classroom assignments
- Other assignments

Broward County Schools grading scale will be used.

A 90-100

B 80-89

C 70-79

D 60-69

All absences must be excused in order to make up assignments. A “Z” will appear in Pinnacle until the absence is excused. Once the absence is excused the “Z” will be changed to numeric grade.

NO CELLPHONES USEAGE DURING CLASS

First time a verbally warning to put it away. Away means out of sight

Second time your phone will be confiscated until after school.

Pompano High School Twitter/Facebook

School Facebook: <https://www.facebook.com/pages/Pompano-Beach-High-School/112289312117396>

School Twitter Account: <https://twitter.com/mypbhs>

ACCOUNTING 1 HONORS

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Pacing Guide

This is only a guide and is subject to changes.

Calendar	Unit
September	Chap 3 – Business Transactions and the Accounting Equation Chap 4 – Transactions That Affect Assets, Liabilities and Owner’s Equity
October	Chap 5 – Transactions That Affect Revenue, Expenses and Withdrawals Chap 6 – Recording Transactions in a Journal
November	Cha 7 – Posting Journal Entries to a General Ledger Chap 9 – Financial Statements for a Sole Proprietorship
December	Chap 11 – Bank Reconciliation
January	QuickBooks Introduction, Sales and Vendors
February	Bank Reconciliations and Reports
March	Payroll and QuickBooks Exam
April	Company Set-up QuickBooks Exam
May	Projects and QuickBooks Exam