

ACCOUNTING II SYLLABUS
Mrs. Guebert

Contact Information:

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Course Description: Accounting is the language of business. This advanced-course expands on the topics learned in the first-year course while adding new topics about management accounting, cost accounting, not-for-profit accounting, and financial analysis. The study of a second year of accounting helps qualify students for jobs and careers at higher levels than one year study would allow. It is also excellent background and preparation for college business and accounting courses and business majors. In addition, the cost, budgeting, and financial analysis topics are useful tools for the new entrepreneur.

Grading Policy:

Tests/Quizzes = 60% Homework = 40%

Tests/Quizzes:

Tests will be given at the end of each chapter. There will be a mid-term and final.

Homework:

Homework and In-class assignments are designed as a reinforcement tool in the learning process and to help in the development of new skills related to this course. As an integral part of this process these activities are designed to help students locate the areas they may be struggling to comprehend. Do not be afraid to ask questions during class time if you are having a hard time understanding concepts.

In developing new skills and understandings there are many different learning opportunities to improve on previous mistakes. It will be used for students to advance their understanding of the materials to help reach an overall level of mastery of skills for this course.

Books:

- Century 21 Accounting, 9E Textbook (You will keep the textbooks in the classroom. If you need to take one to catch up on work, ask.)

Materials Needed for Class Every Day:

- Textbook
- Pencil (*all written work will be done in pencil*)
- Folder
- Calculator. A simple one that adds, subtracts, multiplies, and divides is all that is necessary for this class. *Cell phones and computers will not be allowed to be used on tests.*

- **Classroom Expectations (PAR):**
- be Polite
- be Appropriate
- be Respectful

Expectations for Accounting class:

- Be on time for class. You will be expected to be on time in the workforce, so we will start to work on that behavior now. 3 tardies = Detention
- When I am talking, when we are having a classroom discussion, and when we are taking a test/quiz you must be quiet.
- Clean up your work area before leaving class.
- NO CELL PHONES OUT DURING CLASS WITHOUT PERMISSION FROM ME.
- Sit in your assigned seat.
- Use appropriate language.
- Take care of the classroom and its contents (desks, books, etc.)
- Use class time wisely. Any work that is not finished in class will be expected to be done outside of class, unless told otherwise.
- You are in this class to learn Accounting. To learn accounting, you need to do work. If you have no interest in learning about Accounting, you should look for another class to fill your schedule.

In the event that we are fully remote, we are completely prepared. Here are some expectations for being fully remote:

- You will be required to participate in synchronous learning each day.
- Assignments will be posted on Google Classroom--these are mandatory.
- I can be reached via Google number 573-454-1566 or email! I will respond as soon as possible.
- If you need help with access to technology, please speak with me and I can help!

Syllabus Approval Form

By signing, and returning, this form, we admit to reading and understanding all of the information provided on the syllabus for Mrs. Guebert's Accounting I class. Any information about course content, areas of focus, expectations, and grading procedures is fully understood and those items described will be followed in accordance to the syllabus throughout the length of the course.

Student's printed name

Student's signature

Parent/Guardian printed name

Parent/Guardian signature