



## Class Syllabus - Accounting 2 Honors

Mrs. Alma Rangel  
Room: 302

Phone: 956-580-5300 ext. 1183  
Conference: 1st block

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### COURSE DESCRIPTION

Accounting 2 - Honors will cover the complete accounting cycle for a merchandising business organized as a corporation. The fundamental principles of accounting will be reinforced, but the course will focus primarily on more advanced accounting concepts and procedures. These procedures include recording transactions into different types of journals, posting to ledgers, recording purchases returns and allowances, recording international sales, accounting for uncollectible accounts, plant assets and depreciation, inventory, notes and interest, accrued revenue and expenses, and distributing dividends.

### COURSE OBJECTIVES

#### Part 1

- Recording purchases and cash payments using special journals
- Recording sales and cash receipts using special journals
- Accounting for uncollectible accounts receivable
- Accounting for plant assets and depreciation
- Accounting for inventory
- Accounting for notes and interest
- Accounting for accrued revenue and expenses
- Distributing dividends and preparing a worksheet
- Financial statements and end-of-fiscal-period entries for a corporation

#### Part 2

We will be using Quickbooks Online Curriculum w/ Labyrinth Learning eLab. This course is designed for the beginning user seeking to gain a comprehensive knowledge of QuickBooks Online.

#### What is Quickbooks Online?

QuickBooks Online is accounting software designed for a small business. It helps small businesses complete full-cycle accounting including sales, expenses, banking, reporting and much more.

### CLASS EXPECTATIONS

This class will be operated in the manner of a professional learning environment. This environment includes

1. BE ON TIME - You must be in your seat, logged into your computer, and prepared to work at the tardy bell. ALL Doors will remain locked (Student must take pass when leaving class), Back Door SHOULD NOT BE OPEN at any time.

2. BE RESPECTFUL
  - a. Demonstrate RESPECT to your classmates and teachers and their property.
  - b. Professional behavior and language is expected at all times.
  - c. Treat your computer with care. If you encounter problems with your computer, please report it to me so I can submit a work order.
3. ABSOLUTELY no food or drink in the computer lab.
4. No caps or hoodies!
5. Only use the internet with the teacher's permission and follow the Internet safety guidelines.
6. All assignments will be due no later than the due date assigned by the teacher. Notify teacher if you will be out (due date may change if excused absence)
7. BEGINNING OF CLASS PERIOD -
  - a. Leave your cell phone in "Parking Lot".
  - b. Take your seat
  - c. Log in to your computer
  - d. Begin with our daily bell ringer. (This should be before the bell rings).
8. END OF CLASS PERIOD/CLASS DISMISSAL -
  - a. Remain seated the Bell doesn't dismiss you I DO!! DO NOT STAND BY THE DOOR
  - b. Workstation area must be clean and chairs must be pushed in!!
  - c. Save your work and LOG OFF

### **CELL PHONE POLICY**

NO Personal electronic devices including Cell phones and headphones. Devices must be **turned off and stored away**. Please make note of the following new cell phone policy.

Cell phones must be stored in the classroom "Parking Lot". If a cell phone is not stored away make note of the following consequences.

- 1st Offense - Documented warning
- 2nd Offense - \$15 Fine and 24 hour return
- 3rd Offense - \$20 Fine and 48 hour return
- 4th Offense and subsequent offenses - \$25 fine and 48 hour return.

### **BATHROOM POLICY**

Only one student at a time is allowed to use the restroom. Students are not allowed to take their cell phone to the restroom; it must be left with the teacher in exchange for a bathroom pass. Students may not go to the restroom until attendance has been taken and instructions have been given.

### **REQUIRED MATERIALS**

1 Rim of paper

### **ACADEMIC DISHONESTY**

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course. For this class, it is permissible to assist classmates in general discussions of computing

techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

## **ATTENDANCE, EXAMS AND ASSIGNMENTS**

Students are expected to attend class, participate in class discussions, and complete all labs, assignments, and activities. If you must miss a class for any reason, YOU are responsible for making up the work and collecting any notes/assignments that you missed. Makeup exams and assignments will be accepted at the instructor's discretion. On the first day that you return to class, it is your responsibility to check with the instructor.

## **GRADING**

<b>Semester Average:</b>	
<b>Assignment</b>	<b>Weight</b>
<b>Minor Assignments:</b> Daily Work, Warm-up, Quizzes, Homework	40%
<b>Major Assignments:</b> Tests, Projects/Presentations, Reports, Essays	60%

## **MAKE-UP WORK**

- Students with an EXCUSED ABSENCE from school (including off-campus suspension) will have the opportunity to make up missed work at the rate of one day for one day missed, with a maximum of five days. Students will receive a zero for any major or minor assignment not made up within the allotted time.
- Students with an UNEXCUSED ABSENCE may not make up missed work; however, if the unexcused absence is determined to be caused by an extenuating circumstance, makeup work may be allowed. The grade for the makeup work will be no higher than a 70.

## **TUTORING**

Tuesdays and Thursdays 7:30-8:00 am.

## **FINAL EXAM**

- 1st. Term Exam – Comprehensive Exam
- 2nd. Term Exam – Comprehensive Exam

Student Name (Print) \_\_\_\_\_ Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_