

Capital High School

Accounting II



Instructor: Mrs. Norman (Office—Room 213)
Grade Level: 11-12
Instructor Email: tnorman@helenaschools.org
Instructor Phone: (406) 324-2551
Materials Needed: pencils, eraser, ruler—EVERYDAY! ☺

Course Description: This year-long course is for students who plan to prepare for job-entry accounting in business offices, or who plan to enroll in related college or technology school courses. Accounting I concepts will be reinforced and built upon. Accounting for partnerships and corporations will also be emphasized. Students will be introduced to QuickBooks and keep financial records for a business.

Learning Outcomes:

Through the successful completion of the units and lessons covered in class, students will be able to:

- Review the accounting cycle, and the accounting for a sole proprietorship
- Understand bad debts, including estimating bad debts using the income statement and balance sheet approaches, describing how Bad Debts Expense and Allowance for Doubtful Accounts are used to record bad debts, preparing an Aging of Accounts Receivable, and write-off accounts using the allowance for doubtful accounts and direct write-off methods
- Understand notes receivable and notes payable, including interest calculations and maturity dates, journalizing entries, discounting notes, and adjusting for interest expenses and income
- Understand accounting for merchandise inventory, including periodic and perpetual inventory systems
- Account for property, plant, equipment, and intangible assets, including calculating the costs and depreciation of an asset, explaining capital and revenue expenditures, and understanding amortization and discarding, selling, and exchanging of plant assets
- Understand characteristics and formation of a partnership, including partner's shares and capital investments, admitting and withdrawing partners, and the liquidation process
- Define a corporation and accounting for a corporation, including issuing stock, calculating dividends, and preparing a statement of retained earnings
- Utilize Quickbooks for keeping financial records for a business

Grade Breakdown:

Students will be evaluated on class assignments, simulations, tests, and quizzes. Each unit of study has many assignments to be completed both in class and independently. Assignments will be given a point value when assigned and total points are collected for the quarter. It is expected that students will come to class prepared to learn and do the work assigned each day. Attendance, participation, and completing assignments on time are keys to success in this class!

Grading Scale:

92 – 100	= A	72 – 77.99	= C
90 – 91.99	= A-	70 – 71.99	= C-
88 – 89.99	= B+	68 – 69.99	= D+
82 – 87.99	= B	62 – 67.99	= D
80 – 81.99	= B-	60 – 61.99	= D-
78 – 79.99	= C+	59.99 AND BELOW	= F

Standards:

National Standards for Business Education

<http://nbea.org/newsite/curriculum/standards>

Class Rules and Expectations:

- Follow the **Capital Code**
 - Be Responsible—Be on time and prepared for class
 - Be Respectful—Use appropriate language
 - Be a Graduate—Be an active participant
- Use electronic devices appropriately—for academic purposes only; ask permission for other use
- No food or drink allowed