

Capital High School

Accounting III



Instructor: Mrs. Norman (Office—Room 213)
Grade Level: 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 those students with an avid interest in choosing accounting or finance as a profession. Areas of study will include: corporations, statement of cash flows, analyzing financial statements, voucher systems, departmental accounting, and manufacturing accounting. More in-depth use of QuickBooks will be utilized in this course. Students may have the opportunity for a professional accounting-related internship.

Learning Outcomes:

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

- Review the accounting cycle, accounting for sole proprietorships and partnerships, bad debts, notes payable and receivable, and merchandise inventory
- Utilize Quickbooks to perform accounting tasks for various types of businesses
- Understand the accounting aspects of a corporation, including stocks, bonds, dividends, retained earnings, and amortization
- Understand the purpose of a statement of cash flows and prepare these statements
- Analyze financial statements, including comparative balance sheets using the horizontal and vertical analysis techniques
- Calculate liquidity ratios, asset management ratios, debt management ratios, and profitability ratios
- Prepare and record vouchers
- Understand departmental accounting and prepare income statements focused on gross profit by department, departmental net income, and departmental contribution margin
- Understand manufacturing accounting, including preparation of a cost of good manufactured schedule and transactions and worksheets related to a manufacturing company

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