**Accounting & Finance Foundations (Acct. I)**

LaRue County High School – 2022-2023



## SYLLABUS

**Instructor:** Mr. Daniel Rock

**Room: #**202

**E-mail:** daniel.rock@larue.kyschools.us

**Phone:** 270-358-2210

**Website:** [www.mrrocksclassroom.weebly.com](http://www.mrrocksclassroom.weebly.com)

**Prerequisite:** None

**Course Description:** This course will provide an introduction to both areas of Accounting and Finance. Topics will include banking, credit, financial literacy, career exploration, spreadsheet usage, and technical writing. The accounting principles taught in this course are based on a double-entry system and include preparing bank reconciliations, payroll, income taxes, break-even point, account classifications, journalizing, financial statements and financial analysis. Detailed career exploration in the various fields of accounting will be available. Leadership development will be provided through FBLA.

**Course Goal:** Accounting is considered “the language of business” and is one of the few careers with exceptionally low unemployment, even during recessionary periods. Every company needs an accountant. The student will leave the class with a better understanding of Accounting, they will also engage in culminating projects, along with many practical assignments involving higher-order thinking and analysis skills.

**Student Objectives:**

1. To gain a strong understanding and use of Accounting as it is the foundation for any business.

2. To see the opportunities in the Accounting profession and how Accountants, especially CPAs are in demand, being recruited by the “Big Four” Accounting firms in their sophomore year of college.

3. To effectively analyze and evaluate financial information to solve real-world business activities.

**Course Requirements:** Attendance, reading, asking questions, and taking notes in the classroom is crucial to the success of the student in this class. In addition to projects in class, reading outside of class is encouraged to build understanding of assignments completed. Methods of assessment such as daily projects, culminating projects, multiple-choice questions, open-response items with rubrics, simulation games, projects, tests/quizzes and a writing project piece will be used.

**Criteria included for evaluation and Determination of Grade:** Daily real-world projects, quizzes, writing assignments, culminating projects, cooperative-learning projects, and tests.

**Academic Expectations:**

***Students will:***

1. Demonstrate financial calculations used by the business professional.
2. Research and analyze career opportunities in accounting and develop an employment portfolio including letter of application, resume, certificates of training, and samples of work.
3. Describe the purpose and function of accounting.
4. Examine the importance of work/business ethics.
5. Demonstrate employability and soft skills relative to the career cluster.
6. Research Internet safety and e-commerce regulations.
7. Assess the characteristics of money and the government’s role in the economy.
8. Describe economic institutions such as banks and stock markets.
9. Identify banking procedures and apply correct accounting methods for all financial records.
10. Distinguish differences in business structures such as proprietorships, partnerships, and corporations.
11. Analyze and justify purpose for double-entry accounting.
12. Recognize and describe the effects of transactions on the elements of the accounting equation.
13. Apply the rules of debit and credit in recording transactions and recognize the normal account balance.
14. Explain accounting terms and concepts: automated accounting, accounting cycle, accounting framework, and account classifications.
15. Perform the basic steps in the accounting cycle for service and merchandising operations.
16. Apply the procedures used for special journals, controlling accounts and subsidiary ledgers.
17. Apply the principles of internal control, including petty cash procedures and bank reconciliation.
18. Apply the procedures for valuing and recording inventory.
19. Apply math, communication, and accounting skills in preparing and analyzing business transactions and financial statements through ratio analysis, break-even productivity, cost-benefit analysis, and time value of money.
20. Demonstrate the ability to create and analyze spreadsheets using Excel.
21. Calculate payroll earnings and payroll taxes, including but not limited to, FICA (Federal Insurance Compensation Act), Federal, FUTA (Federal Unemployment Tax Act), and SUTA (State Unemployment Tax Authority).
22. Determine and complete tax documents beginning with the W-4 through 1040EZ.
23. Develop an understanding of credit transactions including the laws that govern these functions.
24. Analyze business financial conditions through case studies.

**Connections:** End of Program Assessment (EOP)

**Performance Objectives:** On a daily basis students will be asked to use various types of reasoning (inductive, deductive, etc.) as appropriate to the situation, analyze how parts of a whole interact with each other to produce overall outcomes in complex systems, make judgments and decisions, effectively analyze and evaluate evidence, arguments, claims and beliefs, analyze and evaluate major alternative points of view, synthesize and make connections between information and arguments, interpret information and draw conclusions based on the best analysis, reflect critically on learning experiences and processes, solve different kinds of non-familiar problems in both conventional and innovative ways, identify and ask significant questions that clarify various points of view and lead to better solutions, communicate clearly, articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts, listen effectively to decipher meaning, including knowledge, values, attitudes and intentions, use communication for a range of purposes (e.g. to inform, instruct, motivate and persuade), utilize multiple media and technologies, and know how to judge their effectivenessas well as assess their impact, collaborate with others and demonstrate ability to work effectively and respectfully.

**Required Text(s):** *Kentucky Accounting & Finance Foundations Curriculum Guide*, 3rd Edition

*Knowledge Matters – Business Simulations*

**Materials:**

Chromebook

Excel/Google Sheets/Word/Docs

Email/internet access

Loose Leaf Paper

Pen/Pencil

Folder

**Teaching Methods:**

1. Reading: Students will have assigned readings to complete real-world assignments.
2. Assignments: Students will complete real-world questions throughout the unit of study either in class or as homework assignments. Students will design various Accounting projects individually and in business groups.
3. Class Discussions: Students will participate in class discussions of concepts covered in individual chapters of the curriculum guide.
4. Quizzes/Exams: Will be given periodically over content standards.
5. Final Exam: Students will demonstrate their knowledge of the course with a Mid-Term and Final exam, as well as take a number of other assessments.

**Grading: Assignments Points Possible**

BellRingers & Exit Slips 1-5

Notes/Problem Solving 10-50

Business Projects 20-50

Business Presentations 20-50

Quizzes 25-50

Tests 40-50

**Course Policies:**

Missed Classes: You are responsible for obtaining material, which may have been distributed on class days when you were absent. This can be done through contacting a classmate who was present or by contacting the instructor during school hours or by email. Students missing exams due to a pre-arranged, excused absence will be allowed to make up exams after school. **Only official excuses will be accepted**. There will be assignments EVERYDAY in this class. If you miss a class, you will automatically fall behind the rest of the class and will have to make up the missed work/covered material during your own time after school. Any missed class activities must be completed no longer than 2 days after the date they were missed.

Assignments: All assignments will be completed within the class period. Any homework assignments, research assignments, etc. must be turned in at the beginning of class on the due date, NO EXCEPTIONS!

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the class. For more information, refer to the "Academic Dishonesty" policy in the LaRue County High School handbook.

Posting of Grades: You will receive progress reports on a regular basis. If you are absent, and need to know what assignments you are missing, please ask the day you come back to school.

**Classroom Rules**

***Rule #1***

* **NA01595_[1]Show RESPECT at all times!!!**
  + The instructor will work to show you respect; you should return that same amount of respect.
  + Be respectful in everything you do, inside and outside, of class!!!
  + If the instructor is talking, do not create an interruption, simple wait until they are ready for you.
  + **Simply think about something before you do it; if it seems disrespectful it more than likely is. Henceforth, DO NOT do it!!!**

**Rule #2**

* **Treat every workstation as if it were your own.**
  + The workstations you will access are yours to keep clean and organized.
  + **Please also report any problems with workstations.**

**Rule #3**

* **No food or drinks allowed and/or tolerated. Bottled-water is acceptable.**
  + You will be allowed to eat hard candy, but if there are any candy wrappers found at your workstation after the designated class period, you will receive a warning, and possibly a detention.

**Rule #4**

* **No Cell Phone during class**
  + - No-one should EVER be using their cell phone. See STUDENT HANDBOOK for further clarification. If you have questions, go back and read Rule #4.
* **No Computer Games**
  + No-one should EVER be playing any computer games EVER!!!
* **No Inappropriate use of the Internet**
  + No-one should EVER be on the Internet at any time unless the instructor gives specific permission to research business projects.
* *Inappropriate web sites are forbidden; punishment for viewing inappropriate material will follow LCHS student handbook policy.*

**Rule #5**

* **End of Class Operations**
  + Be prepared for lesson closure activity, class discussion, and exit slip.
  + **Prior to leaving** class, save and turn in all work**. Be sure to clean your area.**

A student who breaks one of the classroom rules listed above will be reported to a member of the administrative team and punishment will be assigned according to the disciplinary code.

\*It is the right of the teacher to set forth appropriate punishment for breaking of classroom rules. The teacher also reserves the right to modify, omit, or add to this syllabus at any time during the semester as seen fit.

**Parental/Guardian Notification – Accounting & Finance (Accounting I)**

I have read the information contained with this syllabus (located at www.mrrocksclassroom.weebly.com) and understand what is expected of my child.

**Feel free to contact me anytime with any questions at** [daniel.rock@larue.kyschools.us](mailto:daniel.rock@larue.kyschools.us) **or at 270-358-2210.**

Signatures below indicate my understanding of the expectations of this class.

**Parent/Guardian Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Student Signature*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_