

Oswego High School

COURSE TITLE: ACCOUNTING

COURSE DESCRIPTION:

This class will give a thorough background in basic accounting procedures used to operate a business. The accounting procedures presented in this course are designed to prepare students for admission to a university or employment in an office. Students will be required to complete two practice sets in this course.

CONTENT: ACCOUNTING I

1. Identify terminology related to an accounting system for a service business organized as a proprietorship.
2. Employ accounting concepts and practices related to an accounting system for a service business organized as a proprietorship.
3. Demonstrate accounting procedures used in an accounting system for a services business organized as a proprietorship.
4. Identify terminology related to an accounting system for a merchandising business organized as a partnership.
5. Employ accounting concepts and practices related to an accounting system for a merchandising business organized as a partnership.
6. Demonstrate accounting procedures used in an accounting system for a merchandising business organized as a partnership.

CONTENT: ACCOUNTING II

1. Identify terminology related to an accounting system for a merchandising business organized as a corporation.
2. Employ accounting concepts and practices related to an accounting system for a merchandising business organized as a corporation.
3. Demonstrate accounting procedures used in an accounting system for a merchandising business organized as a corporation.
4. Identify terminology related to an accounting system for a departmentalized merchandising business organized as a corporation.
5. Employ accounting concepts and practices related to an accounting system for a departmentalized merchandising business organized as a corporation.
6. Demonstrate accounting procedures used in an accounting system for a departmentalized merchandising business organized as a corporation.

GRADING SCALE:

- A - 93-100
- B - 84-92
- C - 71-83
- D - 62-70
- F - 0-61

Procedures for Beginning Class

1. Enter the classroom in an orderly fashion.
2. Retrieve your textbook from the cart (if appropriate).
3. Be in your seat, with the textbook and ready to work, when the bell rings.
4. Logon to the network.
5. The first student who uses the computer that day will turn on the computer's CPU and the student who uses the computer last for the day will turn off the computer's CPU.
6. Raise your hand to be recognized to speak when the teacher is lecturing.
7. Stay in your chair unless getting paper from the printer. No paper is to be left at the printer, take it with you or place it in the wastebasket.

Procedures for Ending Class

1. Remain working until the teacher warns of the bell.
2. Retrieve your assignment from the printer, proofread, and re-print if necessary.
3. Staple assignments in order and place in the proper tray for that block.
4. Exit software program and Log off.
5. Return your textbook neatly to the cart (if appropriate).
6. Properly arrange items on the desk.
7. At the bell, push your chair under the desk.
8. Clean and straighten your work area and deposit trash in the wastebasket as you leave the classroom.

Classroom Behavior Rules

1. Bring materials (paper, pencil, textbook, extra work) to class every day.
2. Be respectful and courteous to others.
3. Be respectful of equipment—computers are very expensive.
4. Be respectful of the furniture.
5. No food or drink is allowed in the computer lab.
6. No profane language.
7. Do not sit on the desks.
8. Follow procedures for beginning and ending class.
9. DO NOT make any changes to the desktop configuration. Know and follow your computer usage agreement.