

Course Syllabus
Fall 2014 Accounting
Mrs. DeFino
E15

Course Description: This course is important for students considering a business administration or Accounting major in college or a career in the business environment. The complete accounting cycle is an integral component. Real-world applications include recording of daily business transactions into journals, the posting to ledger accounts, maintenance of checking accounts, payroll calculations, and the tax requirements. An important element of this course is the preparation of various financial statements and their interpretation for use in making important business decisions.

Contact Information

Phone : (732) 222-9300 x 5350 (voicemail)

Email Address: cdefino@shoreregional.org

Necessary Materials:

Textbook

3 ring binder notebook/may be shared with another course

Charged Chromebook

Calculator

Pencils

Take responsibility for you own learning.

Classroom rules and expectations:

- Show respect to all members of the classroom
- Have appropriate classroom behavior
- Be on time to class or (have a late note)
- Have a positive attitude towards learning
- Be prepared for class everyday
- Cell phone usage in the classroom is not acceptable
- Eating/drinking in the classroom is not allowed
- Hats may not be worn in the classroom
- Follow all rules as stated in the student handbook

Classroom Procedures:

- When leaving the classroom for any reason, take passbook and use the sign in/sign out sheet.
- Hand in assignments in the file bin on bookshelf labeled for your class period. (Please do not put papers on my desk)
- If absent, upon returning to class it is your responsibility to check class folder for makeup work.
- "Do Nows" will be on the board when you arrive to class. Please begin working on the "due now" and be prepared to participate.
- Don't be afraid to ask questions!!

Course Outline:

Chapter 1: You and The World of Accounting

Chapter 2: The World of Business and Accounting

Chapter 3: Business Transactions and the Accounting Equation

Chapter 4: Transactions That Affect Assets, Liabilities, and Owner's Equity

Chapter 5: Transactions That Affect Revenue, Expenses and Withdrawals

Chapter 6: Recording Transactions in a General Journal

Chapter 7: Posting Journal Entries to General Ledger Accounts

Chapter 8: The Six Column Work Sheet

Chapter 9: Financial Statements for a Sole Proprietorship

Chapter 10: Completing the Accounting Cycle for a Sole Proprietorship

Chapter 11: Cash Control and Banking Activities

Chapter 12: Payroll Accounting

Grading System

I will be using a total point system. Your grade can always be determined by taking total points earned and divide by total possible points.

Homework	10 pts.
Class work	10-20 pts.
Class participation	up to 50 pts. per mp
Quizzes/Projects	30-50 pts
Tests	50-100 pts

Homework Policy

Assignments will be posted on my web site via the Google Calendar. The homework grade will be based on completeness (not accuracy). Late homework (one day) will be half credit. If absent, it is the student's responsibility to hand in homework upon returning to class.

Mrs. DeFino's Accounting Class

Dear PARENT/GUARDIAN , I look forward to being your child's teacher for this semester. If there is anything you would like me to know about your child that will help me provide him/her with a positive learning experience. Please feel free to contact me at anytime.

Please sign and tear off this portion and have your child return it to me. Thank You for your help.

I have read & understand the classroom rules, expectations, and procedures. If you have any questions or concerns you can contact me at cdefino@shoreregional.org

Student's Name _____

Parent/Guardian's Name (Print) _____

Parent/Guardian's Signature _____

Home Phone Number

Parent/Guardian's Email Address
