

# ACCOUNTING (6320)

**TEACHER: Valerie Osborne**

**Ridgeview High School**

**Grade Levels 10-12**

**Prerequisite: Keyboarding Applications**

**DESCRIPTION:** Students study the basic principles, concepts, and practices of the accounting cycle. Students learn fundamental accounting procedures using a manual and an electronic system.

## **LEARNING ACTIVITIES AND ASSIGNMENTS:**

Students use the textbook/workbook, Microsoft Office and Automated Accounting software to complete daily assignments. The textbook/workbook and calculator needed for this course will be provided.

Textbook: *South-Western Century 21 Accounting: Multicolumn Journal*, 7<sup>th</sup> edition by Ross, Gilbertson, et al. and textbook Working Papers.

## **STUDENT EXPECTATIONS:**

Students should

1. Respect the ideas and opinions of others by listening attentively.
2. Talk only when contributing to the class discussion.
3. Never make fun of any comments of other class members.
4. Remember to be responsible for make-up work.
5. Take care of computer equipment.
6. **Have a willing attitude and come to school prepared to learn.**

## **EVALUATION:**

Tests 30% and daily assignments 70%

Grade Scale:	93-100	A
	86-92	B
	78-85	C
	70-77	D
	Below 70	F

**PARENT SIGNATURE (after reading)** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_