**Accounting III**

Billings West High School

Course Syllabus

Instructor: Mrs. Bogunovich Grade Level: 10-12

Classroom: 167 Course Duration: 1 Semester

Office: 167 Prerequisites: None

Phone: 406-281-5667 Credit: ½ Practical Arts

Email: bogunovichn@billingsschools.org

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

**Course Description**

Accounting 3 is a continuation of Accounting 2 and designed to meet the need of students who wish entry-level positions after high school as well as other phases of business administration such as marketing, management, or finance. This course expands into more specific types of accounting and emphasizes the completion of a set of books for a sole proprietorship and a corporation. Students will use the computer for payroll, general ledger, accounts receivable and accounts payable. Intermediate accounting is designed to broaden and improve knowledge of business inventory control, payroll, tax records, departmentalized accounting, and the voucher system. Students will develop a better understanding of the accounting career ladder and how it relates to their individual goals.

**Course Content/Student Objectives**

The goal of the course is to help the student enhance their understanding of accounting concepts, methods and definitions. By the end of the course you will be able to: make sound financial choices, identify the role finances play in your life, and prepare you for further study in a variety of business fields.

**Learning Materials and Resources**

* Century 21 Accounting Textbook
* Century 21 Accounting Workbook
* QuickBooks Accounting Pro 2013
* Electro Simulation
* Edmodo

*Organization is important to be successful in both college and in the business world.*

*It will also help you succeed in this class ☺*

**Grading**

Points will be earned and grades based on:

Grading Scale:

 Work Ethic/Participation (prep/practice) 25% A=90%+

 Assignments/Projects (formative) 30% B=80%+

 Semester Project (summative) 20% C=70%+

 Tests (summative) 25% D=60%+

 F=Below 60%

## **The Road to Success….**

Arrival to Class

* Be in your seat when the bell rings and have all material at your desk (workbook, folder, and book).

Assignments

* It is essential to your academic success to complete all assignments.
* Every assignment must be turned into Edmodo or the basket by the assigned due date
* Work missed because of absences will be due within two days after the student returns to school. Student is responsible for finding out what is missed (see Mrs. Bogunovich’s Website).
* Assignments must be turned in on the date indicated to receive full credit (10% off per day late).
* Makeup work for quizzes and exams will take place by appointment with the teacher either before or after school. Classroom time will not be used for any makeup quizzes or exams.

Be Prepared

* Bring your materials and pencil to class every day.

Manners

* Raise your hand if you have a question.
* Respect the teacher, as well as everyone around you.

Cheating

* Zero tolerance. When caught, an automatic zero! This includes copying, pasting, using other people’ work or working in pairs when group work has not been designated.

Cell Phones/iPods/MP3 Players

School policy applies to the use of these electronic devices. You are NOT allowed to have any of these out during instruction time. The teacher will decide when the appropriate time of their use. If you have an iPhone or any other smart phone, please put your phone on airplane mode if you are using it to listen to music during the allowed class time. Your phone will be taken and placed in the “Phone Prison” until the end of class if you are caught using it for texting or any other type of messaging.

I have read the course syllabus and road to success for Accounting III and I understand the expectations, grading, and requirements for this course.

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

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