Accounting 30S

**Teacher:** Ms. B. Hammond

**Contact Information:** bhammond@bpsd.mb.ca

**Class Website:** www.mshammondsclass.weebly.com

**Remind101 Info:** Phone Number: 204 800 4184 & Code: @ac30s

**Textbook:** Principles of Accounting 4th Edition by D’Amico, D’Amico & Palmer

**Periods 5-6 Semester One Room 206**

Course Overview:

Welcome to Accounting 30S! Accounting is the language of business and accounting education prepares individuals to meet personal finance needs, provides them with an awareness of accounting and technology careers, and lays the foundation for continued study and lifelong learning. Students will be introduced to manual accounting procedures so they may develop an understanding of the basic accounting concepts, principles and processes. Excel and Sage Accounting Software may be used to supplement students’ pencil and paper work. Upon completion of the course, students should be able to complete the eight steps in the accounting cycle, which are:

* Journalizing Business Transactions in the General Journal
* Posting to the Ledger
* Creating a Proof (Trial Balance)
* Preparing a Worksheet
* Preparing Financial Statements
* Journalizing Closing Entries
* Posting Closing Entries to the Ledger
* Preparing a Post-Closing Trial Balance

In Accounting 30S, students will learn how to apply the accounting cycle for, primarily, service companies, whereas in Accounting 40 they will focus on merchandising companies.

Supply List:

Binder Looseleaf/Notebook Calculator Pencils Pen Eraser

Classroom Rules&Expectations **All members** of the classroom will…

1. Commit to making the classroom a safe space. Therefore:
	1. All members of the classroom will **be respectful of the opinions, ideas, culture**, and overall person of other members of the classroom, whether they agree with them or not.
2. **Respect their classmates’ right to learn & work within a school environment.** Therefore:
	1. There will be no talking while the teacher is giving instruction to ensure that students receive complete and uncompromised instruction AND there will be no distracting behaviour to ensure that students have a work-conducive environment to work on their assignments
3. Will **put forth their best effort to hand in their best work by the end of the unit** in order to learn responsibility, stay organized, and avoid worrying their parents
4. **Use technology in a relevant and respectful manner.**
	1. Cell phones & other electronic devices can be an asset to the classroom when used academically, and so, for this purpose ONLY will they be permitted in class (and NOT during instruction).
	2. **MUSIC** – Independent work = 1 earbud in, 1 earbud out, Instruction = 0 earbuds in, 2 earbuds out
5. **Come prepared for class** by bringing a pencil, pen, eraser, and calculator each day. If you take your workbook or textbook out of the classroom, make sure it comes back in with you the next day.

Assessment Guidelines:

* **Assignments** are due at the beginning of class on the predetermined due date.
	+ If this is a problem, you are expected to discuss this with me ahead of time.
* **Late assignments** will receive a zero until the assignment is handed in.
	+ If assignments are continually handed in late, a parent-teacher-student conference will occur.
	+ Once a unit of study has been completed, you may no longer hand in assignments for that unit.
* **Plagiarized assignments** will receive a zero until the assignment is redone and resubmitted, and will warrant a serious discussion with Ms. Hammond, your parents, and possibly administration.
* **Bombed assignments** may be redone and resubmitted…as long as the original copy was submitted on the original due date. If you are willing to put in the effort, I am willing to help you succeed.
* **If you miss a class** or come in late, it is your responsibility to find out what you missed and access the materials. I will keep them archived on the class website.

Assessment Breakdown:

During each unit within this course, students will take part in the following learning activities: independent reading (of the course textbook), mini-lessons and review (of unit objectives and content), knowledge and practice-based exercises, mini-assignments, and a unit test. In addition to unit activities, there will also be 2 cumulative performance tasks and a final examination. Students will be assessed in the following manner:

* Learning Exercises 10%
* Assignments (minis=10%, performance=20%) 30%
* Unit Tests 30%
* Final Examination 30%

Unit Breakdown:

The Balance Sheet & Balance Sheet Accounts (~3.5 weeks) 11.7% of Course Grade

**Textbook correlation:** Chapter 1, units 1-2; Chapter 2, unit 3. **Topics include:**

* The Accounting Equation (calculate the original equation, and analyze changes within it)
* The Balance Sheet (define, prepare, and analyze it)
* Assets, Liabilities & Owner’s Equity Accounts (record on balance sheet and apply debit and credit rules to each)
* Financial Position (define, and record changes to the financial position of a business)
* T-Accounts (recording transactions using the debit and credit rules for assets, liabilities & owner’s equity)

The Income Statement (~2 weeks) 11.7% of Course Grade

**Textbook correlation:** Chapter 3, units 4-5. **Topics include:**

* Profit and Loss (define and calculate the profit/loss of a business)
* The Income Statement (define, prepare, and analyze it)
* Revenue and Expense Accounts (record on income statement and apply debit and credit rules to each)
* Trial Balance (prepare to check mathematical accuracy before producing an updated income statement)
* Report Form Balance Sheet (prepare a balance sheet in report, rather than account, form)

The Journal & Ledger (~3 weeks) 11.7% of Course Grade

**Textbook correlation:** Chapter 4, units 6-8. **Topics include:**

* The General Journal (journalize transactions, and opening entries within it)
* The General Ledger (post transactions from the journal to the ledger)
* Source Documents (define and utilize source documents to support journal entries)

The Worksheet, Classified Statements & Closing Entries (~3.5 weeks) 11.7% of Course Grade

**Textbook correlation:** Chapter 5, units 9-10; Chapter 6, units 11-13 (\*13 only, closing entries). **Topics include:**

* The Six-Column Worksheet (prepare and use to prepare and analyze financial statements)
* Closing Entries (journalize closing entries, and post them to the ledger)
* Post-Closing Trial Balance (define and prepare)

Cash Control & Banking (~2.5 weeks) 11.7% of Course Grade

**Textbook correlation:** Chapter 10, units 23-24. **Topics include:**

* Cash Receipts (management of)
* Sales, Goods, and Services Tax (define and calculate
* Multicolumn Journal (prepare)
* Petty Cash (establish and replenish a petty cash account)
* Banking (understand the principles of banking at financial institutions)
* Bank Reconciliation Statements (understand and prepare)

Payroll Accounting & Income Tax (~3 weeks) 11.7% of Course Grade

**Textbook correlation:** Chapter 14, units 32-33. **Topics include:**

* Payroll (define and understand the fundamentals of the payroll system, including wages and deductions)
* Payroll Liabilities and Expenses
* Canadian Income Tax (understand the history and purpose, and calculate)
* Canadian Tax Returns (recognize the documents necessary to file an income tax return, and complete)
* Tax Rates (compare provincial vs. territorial)

Final Examination 30% of Course Grade

At the end of the semester, students will write a final examination, which will assess their knowledge of the topics studied throughout the entirety of the semester. Exam preparation will be provided.

Final Note for Students:

I look forward to getting to know you, and to teaching you **Accounting 30S**! I want you to know that I am dedicated to helping you succeed in this class, and will do my very best to make myself available during noon hours and after school, should you need any assistance outside of class. If you are a social savant, extra-curricular extraordinaire, or plain ol’ workaholic, and you don’t have time to meet, DO NOT be afraid to shoot me an email or shoot up your hand in class. Best wishes heading into **Accounting 30S** – here’s to a fantastic semester!

Final Note for Parents:

I look forward to working with your teen, and helping to explore his/her identity, dreams, and goals. Just as I welcome your son or daughter to be a part of the classroom community, I welcome you as well! I encourage you to call, email, or stop by the classroom as much as you like. If you have any questions, comments, or concerns – however large or small – please, do not hesitate to contact me. On that note, it is important for me to provide you with progress reports, and email is an easy way to do this. If possible, please provide me with your email address in the section below. If you do not have an email address, I will keep you updated via phone or standard mail.

**After BOTH you AND your parents have read through this course outline:**

1. Throw down your signatures.
2. Rip this sheet off the course outline.
3. Hand it in to me for a chance to win a SWEET PRIZE.
4. KEEP the rest of the course outline in your binder. Seriously. I mean it.

I have read the **Accounting 30S** course outline and am familiar with its contents. I have reviewed the classroom rules and expectations and am prepared to participate in a positive way according to these rules and expectations. I understand that this is a classroom contract and will try my best uphold it.

Date Read: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent/Guardian’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any initial comments or concerns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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