

## Course Syllabus for Accounting and Finance II

### Contact Information:

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### Course Objectives:

Students will learn occupational skills in accounting such as recording business transactions, preparing financial statements, maintaining cash controls and calculating financial ratios.

**Course Description** This course is a continuation of accounting and finance I. Students will learn occupational skills in accounting such as recording business transactions, preparing financial statements, maintaining cash controls and calculating financial ratios. Students will be introduced to standard accounting, software and apply generally accepted accounting principles. Topics will include regulations related to the banking and finance industries, how managers use financial information generated by accounting departments of influence decision-making. The appropriate use of technology and industry-standard equipment is an integral part of this course.

1 Credit

Grade Level: 10-12

Prerequisite: Accounting and Finance I

Materials Fee: \$20.00

### Textbook and other resources:

1. Students will use Century 21 Accounting. Books may be checked out. In addition each student will receive a copy of the workbook that accompanies the text which must be brought to class each day.
2. Assignments are posted at Mr. Espinola's website (<http://www.respinola.com>).

### Class Procedures:

- Students should be in their seats and ready to work when the tardy bell rings.
- Students are expected to work the entire class period. Students that finish early need to bring other material.
- Students are expected to do what they are told; the first time.
- All work must be done in pencil. Assignments are completed using the workbook, but some paper will be needed.
- Students will need a calculator with basic functions.
- Discipline
  - Verbal warning.
  - Lunch detention with Mr. Espinola.
  - Referral to office.
- No electronic devices of any kind are permitted to be used in class without the express permission of the teacher.
- NRS 388.135 Anti-Bullying Legislation is available for your review at: [www.hcsdnv.com](http://www.hcsdnv.com)

### Grading:

Students will accumulate points throughout the nine weeks. Points will come from the following categories, and will be based on the following percentages. Percentage grades follow the school policy but are weighted as follows:

Daily Work-Assignments	35%
Tests/Quizzes	50%
Working/Participation-On task	15%

**Make up work:**

It is the responsibility of the student to contact the teacher outside of class time to receive work missed due to absence. Late work is accepted, but for a maximum of 50% credit. Participation grades can be made up by spending 20 minutes working in the classroom at lunch or after school.

**Assessment Re-Test Opportunities:**

Most assignments can be redone in their entirety for a better grade (up to 80%).

**Returning work to the student:**

Submitted work will be kept on file. Work below a 70% may be returned to be corrected and resubmitted.

**Progress Reports and Report Cards:**

Students and parents are expected to use their access to Infinite Campus to check on their progress. Printed progress reports will be sent home with the student at least once per quarter. This is an assignment and need to be signed by the parent and returned for a grade. Report cards will be handed out the week following the end of the nine weeks. Credit will be given at the end of each semester at one half credit per semester.

**Availability for Extra Help:**

Students can receive additional help before school, at lunch, or after school by appointment.

To read the syllabus for the class please go to [respinola.com](http://respinola.com). Then proceed to the page for your particular class. Click the link at the top of the page for the syllabus.

Please sign and return this page.

### Syllabus Verification Form

STUDENT NAME: \_\_\_\_\_ (PRINT)

COURSE NAME: Accounting & Finance 2

TEACHER NAME: ESPINOLA

My signature below indicates that I have received and read the attached syllabus for the above listed class.

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

\_\_\_\_\_  
Parent Signature Date

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