

**Mrs. Kelley Hendrix**  
**FCHS, Room N207**  
**Accounting II**  
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**Goal of Course:** Accounting II is an advanced study of concepts, principles, and techniques businesses use to maintain electronic and manual financial records. This course expands on Accounting I to cover the accounting processes of various firms, including merchandising, manufacturing, and service-oriented businesses. Upon completion of this course, proficient students will gain in-depth knowledge of business accounting procedures and their applications to business operations. This course also prepares students for postsecondary study and advanced training in accounting or business and can lead to a work-based learning (WBL) experience as the program of study capstone.

**Text:** Century 21 Accounting 11<sup>th</sup> edition, Multicolumn Journal (These are brand new textbooks, so PLEASE help keep them in good condition!) There is only a classroom set, so the textbook will NOT leave the classroom.

**Links:** Helpful links will be included on my Google Classroom to power point presentations, handouts, and any other useful information.

**Expectations:** I expect 100% effort in my class. In return, I will give you 100% effort on my part. If there is any reason which you are not able to actively participate in class, let me know immediately and we can work something out. Clear communication between you and I is key to effective learning.

### **Grading Procedure**

Your final grade will be calculated as follows:

Daily Grades .....	25%
Online Working Papers.....	25%
Test Grades.....	50%

### **Grading Scale:**

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## **Classroom Rules:**

- 1. Treat each other and me with RESPECT!!!**
- 2. Be prompt and be prepared:** Students must be in the classroom when the bell rings, otherwise, the student is tardy. Students should begin "bell work" immediately. Come to class prepared with notebook, paper, pen/pencil, textbook, and other supplies (if needed).
- 3. Follow directions:** Follow directions the first time they are given.
- 4. Snacks:** I do not allow food by the computers. Beverages will be allowed as long as there is **NO** trash left in the classroom; otherwise, there will be no drinks.
- 5. No personal grooming in class:** Grooming should be done in the restroom before or after class.
- 6. Internet:** Only specific times are you allowed to use the internet. Downloading programs are not allowed. Students are prohibited from using YOUTUBE, FACEBOOK, or ANY CHAT ROOM.
- 7. Student Computers:** Students are not allowed to change settings (background, screensavers, colors, font, size, etc.) unless instructed by teacher.
- 8. End of Class:** Students must log off any programs they were in before leaving room and must clean up their work area. All classes need to restart the computers each day. (Recycling or filing papers, straightening up keyboard, computer, mouse, & push chair under table).

## **All FCHS rules and policies apply in my class!**

## **Policies and Procedures:**

**Hall Passes:** In order to leave the classroom for any reason, you MUST have a hall pass!

**Tardies:** You are to be inside the room when the bell rings, otherwise, you are considered tardy. After two tardies, these must be reported to administration and punishment begins on the third tardy, so please be AWARE.

**Late Work:** Minus 20 points for each day late.

**Make-up Work:** Any make-up work is DUE within **5 days** of absence. After 5 days, we will have had to work something out for you to make-up the work! I will have all assignments listed on the board and on Google Classroom. **It is YOUR responsibility to come to me or email me to get the work!!**

**Virtual Days (If approved):** If we have virtual learning days, then your attendance is based on if you complete the work. Please communicate with your other teachers and I, if you do not have Internet at home, so you can be counted present and given an alternate assignment.

**Bellringers:** A notebook of everything we cover throughout the semester should be kept and will be graded at the end of each 9 week grading term. The notebook should include:

- Thoughts of the day and vocabulary words for each day, along with a reaction to the thought and the vocabulary word used in a sentence
- All previous grading periods should be kept until the end of the semester

This is as much as a test grade (100 pts) so PLEASE keep a notebook.

**Positive Behavior Support:**

- Students are allowed to have food and drink in the classroom as a reward for good behavior.
- Students are allowed to have use of the internet and listen to music, if all assignments are turned in, behavior is appropriate, and they follow all other class rules.

**Consequences/Discipline:**

1. Coming into class after the bell has rung will result in an unexcused tardy. On the third unexcused tardy in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> block the student will be referred to their grade level administrator. Tardies to 1<sup>st</sup> block (referred to as a school tardy), are dealt with in the attendance office and the student is given a slip to enter class, disciplinary action will occur on the third school tardy. These punishments are subject to change according to your disciplinary vice principal.
2. Instances of disrespect or general misbehavior will result in one or several of the following actions:
  - Verbal warning
  - Private conference between you and the teacher
  - New seating assignment
  - Parent conference
  - Refer to administration

## **Outline of Material and Standards**

In each of the following chapters, each student will complete the vocabulary, the ethics situation, working together problems, on your own problems, application problems, mastery problems, a test review, and then a chapter test.

### **Week 1**

Syllabus, Get to know you activities, FBLA, Google Classroom, and NGL Sync

## **Course Standards**

### **1. Accounting Processes and Operations**

- Accounting Cycles: Demonstrate a thorough understanding of merchandising, manufacturing, and service businesses' accounting cycles. Differentiate the inventory for merchandising and manufacturing businesses and explain how these businesses apply appropriate valuation methods when preparing financial statements.
  - 1.2 Transactions: Describe how a merchandising business prepares, reviews, and analyzes source documents as part of the accounting cycle.
  - 1.3 Journalizing Transactions: Analyze source documents from various merchandising, manufacturing, and service operations. For a given transaction, determine debits and credits; journalize transactions in the general journal or special journals; post to the general ledger and subsidiary ledger accounts; and determine the ending balances of each account.
- Cash Flow, Budgets, and Planning
  - 2.1 Cash-Flow Analysis: Identify the key parts of cash-flow analysis, including payback period, internal rate of return, net present value, and future value. Conduct a cash-flow analysis by calculating the payback period, the net present value and future value, and the internal rate of return.
  - 2.2 Cash Planning: Explain the use and purpose of cash budgets, including the uncertainties of using cash budgets. Prepare and evaluate a cash budget.
- 3. Financial Data and Data Analysis
  - 3.1 Accounting Worksheets: Determine how merchandising businesses prepare financial records. Prepare an original 10 column worksheet, and define, with examples, key categories and terms, including accounts receivable, accounts payable, and various tax accounts.
  - 3.2 Financial Data Analysis: Demonstrate accurate analysis of financial data by performing the following processes:
    - a. Record and post adjusting entries to affected supplies, inventory, notes receivable, insurance, accounts payable, and tax accounts.
    - b. Prepare and analyze financial statements.
    - c. Record closing entries of temporary accounts, including revenue, expense, and withdrawals accounts.

- d. Prepare the post-closing trial balance.
- Accounting Applications
  - 4.1 Merchandising Cost Accounting Records: Analyze the means of tracking and accounting for physical inventory and determining the actual cost of the merchandise resold to customers. Calculate the ending balance of the inventory account using the adjustment process. Account for direct labor, direct material, and factory overhead.
  - 4.2 Manufacturing Cost Accounting Records: Review the systems used to maintain records of manufacturing costs. Differentiate between job order and process cost accounting and demonstrate an understanding of the advantages of each system for different manufacturing processes. Track the flow of inventory in the product process, from raw materials to work-in-process to finished goods inventory. Account for direct labor, direct material, and factory overhead budgeting
  - 4.3 Annual Reports: Analyze an annual report for a service, merchandising, and/or manufacturing business, identifying the major sections and the implications of the financial data and statements included within the report. Determine how the comparison of budgeted to actual revenue, expenses, and cash amounts affects management decision making regarding budgetary planning, fiscal control policies, product line expansion, asset acquisition, downsizing, and operational improvements.
  - 4.4 Advanced Accounting Applications: Examine various advanced accounting applications for a merchandising business and analyze the implications of each for the business' profitability. Advanced applications include, but are not limited to, the following:
    - a. Prepare adjustments for uncollectible accounts using both the direct write-off and the allowance method.
    - b. Analyze methods related to assigning cost to inventory, including the specific identification method, first-in first-out (FIFO) method, last-in first-out (LIFO) method, and weighted average cost method.
  - 4.5 Depreciation: Define depreciation and determine its effects on goods in different industries (e.g., manufacturing, agriculture, retail services, and more). Analyze and journalize acquisition, depreciation, and disposal of a plant asset, then calculate depreciation using the straight-line, declining balance, and sum-of-the-years digits methods.
- 5. Accounting in a Business Startup and Expansion
  - 5.1 Taxes and Tax Information: Follow procedures to complete sample federal income tax employment/payroll forms (e.g., 940, 941, 944, W2) for small businesses, including social security and Medicare taxes, FUTA, and self-employment taxes. Prepare quarterly and end of-tax-year examples for a real or fictitious small business.
  - 5.2 Partnership Formation and Expansion: Analyze the necessary steps and transactions for forming a partnership, admitting new partners,

- and distributing net income among partners, including identification of federal income tax forms for partnerships.
- 5.3 Incorporation: Analyze practices and forms related to the start-up of a corporation, including stock subscriptions, dividends declaration, dividend payment, capital acquisition, and treasury stock. Examine income tax filing requirements for corporations and note SEC (U.S. Securities and Exchange Commission) requirements for expansion of existing stocks in the process.
  - 5.4 Franchising: Examine the process companies use to expand into a franchising business and the process franchisees use to buy into the franchise. Analyze the financial obligations associated with franchised businesses for both the franchisor and franchisee.
- 6. Business Ethics
    - 6.1 Codes of Ethics: Investigate and synthesize codes of ethics from professional organizations in accounting, personal finance, and banking and GAAP (Generally Accepted Accounting Principles).
    - 6.2 Ethical Dilemmas and Professional Conduct: Examine real-world situations that involve ethical dilemmas and the application of correct professional conduct and analyze the importance of ethics and professional standards in accounting.

### **A Final Word!**

I want this to be a profitable semester for you. I am very excited about having you in class, and I will try my best to make this an enjoyable experience. I am open to suggestions at any time and will try to incorporate technology into class as much as possible. This is a work in progress for me, and I will learn by trial and error, so please bear with me. If you have any disability or concern that would be beneficial to me as your teacher, please talk to me in private. I will accommodate your needs as much as possible. My ears are always open. Let's work together and have a great semester!!!

Sincerely,  
Mrs. Hendrix