

# WORCESTER COUNTY PUBLIC SCHOOLS

## Principles of Finance & Accounting

**Course:** Principles of Finance & Accounting

Level: 3

Credits: 1.0

**Course Instructor:** Stan Griffin

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### **Course Prerequisites:**

None

### **Course description:**

This is the second of two foundation courses required for all pathways in the Career Technology Education (CTE) Business Management & Finance Career Cluster and is essential to all pathways. This course provides students with knowledge necessary to manage and maintain a company's financial resources in daily operating decisions. A mastery of fundamental accounting concepts, skills and competencies is essential to making informed business decisions. This course will identify basic principles and practices in accounting. Accounting cycles for a sole proprietorship service business and for a merchandising partnership will be covered.

**Materials:**

- \*Textbook: Accounting Multicolumn Journal, South-Western Century 21, 10<sup>th</sup> Edition, 2014, ISBN# 978-0-8400-6465-3
- \*MindTap: Accounting Multicolumn Journal, Chapters 1-24, South-Western Century 21, 10<sup>th</sup> Edition, 2014, ISBN# 978-1-2854-1898-8
- \*Calculator
- \*Pencil/Pen

### **Course Objectives:**

Upon completion of this course the students will be able to:

- apply Generally Accepted Accounting Principles (GAAP) to determine the value of assets, liabilities, and owner's equity as they apply to a sole proprietorship and a partnership.
- prepare, interpret, and analyze financial statements using manual and computerized systems for service and merchandising businesses.
- apply appropriate accounting principles to payroll and tax liabilities.
- identify positions and career paths in the field of accounting.
- determine the role of ethics and social responsibility in decision making.

### **Grading policy:**

- Classwork/Homework & Quizzes- 35%
- Tests- 55%
- Zoom/Participation 10%
  - Lateness to Zoom will result in a point deduction for every minute that you are late. I expect students to login 10 minutes before the Zoom begins; this allows for roll to be taken and for technical issues regarding getting into the Zoom to be addressed.

- When Zoom starts cameras need to be ON, and the student or a part of the student needs to be visible, unless I say otherwise.

Classwork/homework will be worth 100 points each. Quizzes will be based on 100 points, but will be weighted as a double assignment (quizzes will be worth two classwork/homework assignments).

**Attendance:**

There will be a warm-up posted daily in Schoology. This warm-up should be completed before we begin Zoom. For virtual students the warm-up serves as your attendance in class for that day. Zoom also serves as attendance.

**Classroom academic policies & procedures:**

Classwork and homework will be assigned in this class! **All assignments are to be completed individually unless stated otherwise.** Students are expected to complete assignments and submit them when they are due. In the event of excused absences, students will be given one day for each day missed (maximum of five days) to complete and submit make-up work. **It is the student's responsibility to obtain the assignments missed during their absence.** Make-up work will not be accepted if the absence is unexcused. To be excused, parent contact with a valid reason must be made (through Remind or email)!

**In-person classroom rules:**

- Display your best behavior during the presence of a substitute teacher!
- When leaving class to use the restroom or go to other destinations, students MUST leave their cell phone with the teacher. Students will need an agenda or a hall pass signed by the teacher.
- **CELL PHONES ARE TO BE OUT OF SIGHT! NO TEXTING, SNAPCHAT, ETC.!** Violation will result in confiscation. Refusal to give your phone to the will result in being sent to the office immediately and an office referral.
- No sleeping or putting your head down in class.
- No food or drink other than water.
- Ear buds are prohibited, unless stated otherwise.
- Sit in your assigned seat.
- Be on time for class (in the door when the bell rings).
- The teacher will dismiss students, not the bell. Stay in your seat until dismissal, **DO NOT LINE UP AT THE DOOR!**
- When students are accessing the Internet, the following are prohibited:
  - Social network sites, unless approved by the instructor (Snapchat, Instagram, Twitter, etc.)
  - Any sites containing profanity, pornography, weapons, etc.
  - Inappropriate YouTube videos, and Netflix
- Be courteous; refrain from talking while the teacher is speaking/instructing or while other students "have the floor."
- Before leaving, clean your work area.

- Students will be allowed two bathroom passes per week.
- In the event that the teacher leaves the room, all students are expected to behave appropriately following all county, school, and classroom rules.

I have read and understand all of the information above.

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Signature

Printed Name

Date