



KENT CAREER / TECHNICAL CENTER

ACCOUNTING ONLINE

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COURSE DESCRIPTION:

Accounting is the #1 S.T.E.M. (Science, Technology, Engineering, Math) career. It is the career area most in demand by employers. This is so because Accounting is about collecting, recording and analyzing data of all types but particularly that which relates to money. This really important in an information economy such as ours. In this course our emphasis will be on collecting and recording financial information and on the development of financial literacy. This course will provide a good foundation not only for people looking for careers in accounting but also law enforcement and many others.

YOUR INSTRUCTOR:

Mr. Mitchell is a certified accountant with Masters Degrees in Tax Law and Accounting Systems. His work experience includes tax and accounting work with newspapers, stores and consulting businesses. As a teacher he has worked with companies such as Michigan Consolidated Gas and many smaller businesses. He has also taught at Grand Valley State University, Davenport University and the University of Phoenix. His favorite groups to teach are juniors and seniors in high school. They are the most interesting and fun groups.

CONTENT AREAS:

- Accounting Principles
- Spreadsheets for financial and investment analysis
- Spreadsheets for budgeting and financial planning

ACCOUNTING ONLINE DUTIES:

- Handle Accounts Receivable
- Prepare Financial Reports
- Perform Financial Statements
- Perform Payroll Functions
- Perform Office Activities
- Apply Employability Skills
- Handle Accounts Payable
- Maintain Inventory Control
- Perform functions using electronic spreadsheets

GRADING POLICY:

KCTC works on a semester not trimester basis. Each semester is broken into two nine week periods. What follows is the grading scheme for both the quarters and semester.

Quarter Grades

Foundation / Technical Skills		70%
Career and Employability:		
Completion	20%	
Attendance Points	10%	
Total C & E Points		<u>30%</u>
Total Grade Points		100%

Semester Grades

Quarter 1	42%
Quarter 2	42%
Evaluation	10%
Embedded Math Credit	6%
Total	<u>100%</u>

FOUNDATION / TECHNICAL SKILLS:

Think tests. Each chapter will have its tests. With the exception of Chapter 2 each chapter will have two parts. The first part will be a Multiple Choice / True-False type of test done on the computer. This will be done after you complete all the assignments for the unit and I've released the test. The second part will be a problems portion. This will be very much like the work you've been doing. Master your work and you'll do great on this part. When you've completed both parts and I've had time to grade them you will receive a report that shows your score for the tests combined. If you don't receive this please ask me about it. A sample report is to be found later in this packet.

CAREER AND EMPLOYABILITY:

COMPLETION: In every job the workers must produce the work assigned on a timely basis. If you complete 100% of your assignments in the grading period you'll get a 100%. If you complete 80%, that's what you'll get.

ATTENDANCE POINTS: If you log on to our website and show some participation in the class on three separate days of the week earns you earn 100%; logging on twice during the week earns you an 85%; logging on once during the week earns you a 75%. If you don't log on at all you earn a 55%. An online week starts Monday and ends Sunday. Examples of participation would be asking questions, turning in a weekly learning summary, or turning in assignments.

PARTICIPATIONS POINTS: Think of this as anti-procrastination points. It will be part of your Attendance grade. Attendance itself will be 5% and Participation Points will count 5% of your grade. If you turn in work each week you will get all of your participation points. If you turn in nothing for a week you will also get nothing for participation points.

EVALUATION: This takes the place of semester exams. It does cover all the work covered in the semester. This will take place in the format of our video chat tests. There will be no surprises in this exercise. I will give you all the information you need to be really successful here.

EMBEDDED MATH CREDIT: Each semester you will be taking six quizzes to verify that you have the skills needed to grant math credit for this class. You may take each quiz as many times as you like. So you do have control over what grade for this section.

GRADE PERCENTAGES

A 94-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	E 0 – 59%
A- 90- 93%	B 84-86%	C 74-76%	D 64-66%	
	B- 80-83%	C- 70-73%	D- 60-63%	

WEEKLY SUMMARIES

On Sunday of each week, or before if you complete early, I will want you to summarize the most important thing you learned in class that week. What you learned that week does not have to directly relate to accounting, but should be related to this class. You may have learned how to work with others online or anything else that may have popped up in class.

INDIVIDUAL ASSIGNMENTS

These are assignments that you will turn in to your instructor individually. If you have a friend that you want to work with that's fine. Each of you must turn in the assignment. The assignments will be turned into this address: mr_m@kentisd.net. If you get behind the pace set by the assignment schedule do not worry. Turn in the assignments as you get them done. You will receive full credit for them. But if all assignments are not complete by the end of a marking period it will affect your grade.

EXCEL AND WORD

Microsoft Excel and Word are not only the standard for education but also for business and industry as well. If you go to college you will be expected to know Word and Excel. If you go directly into the workforce you will as well. At school you will have access to these programs. At your home computer you might not. Now you do. You will use this link: <https://login.microsoftonline.com/>. You will be given a login and password.

VIDEO CHAT

Video Chat is increasingly important in our everyday world. Even for jobs within the metro Grand Rapids area interviews are taking place via video chat. Walgreens is establishing the ability for customers to schedule and conduct doctor's visits through Walgreens video chat facilities.

You will have access to me through video chats using Google Mail. In order for you to take advantage of this opportunity, you will need a Google mail account, a webcam, and a microphone. As part of your first assignment I will ask that you tell me when during the day you will be studying accounting. This allows me to have the software up and running in case you call.

You will be required to use this facility at least once in each of the four nine weeks in our school year. Failure to do so will result in a score of zero for that test or assignment.

HONOR CODE

While this is an online class offered through KCTC you will be bound by your home school's honor code. If I send you a test password or an answer key to help you through an area of difficulty it is for you alone. It is not to be shared. If you are having difficulty with a problem in accounting it is perfectly OK to discuss this with your classmates. It may help you solve the problem. But make sure that you are submitting to me you work not someone else's. If I suspect sharing of passwords, answer keys or the turning in of someone else's work you will receive a zero for that assignment. I will also contact your school to notify them of the problem.

THIS IS THE FORM YOU WILL GET THAT REPORTS THE RESULTS OF YOUR TESTS



Chapter 3 Test

Business Transactions and the Accounting Equation

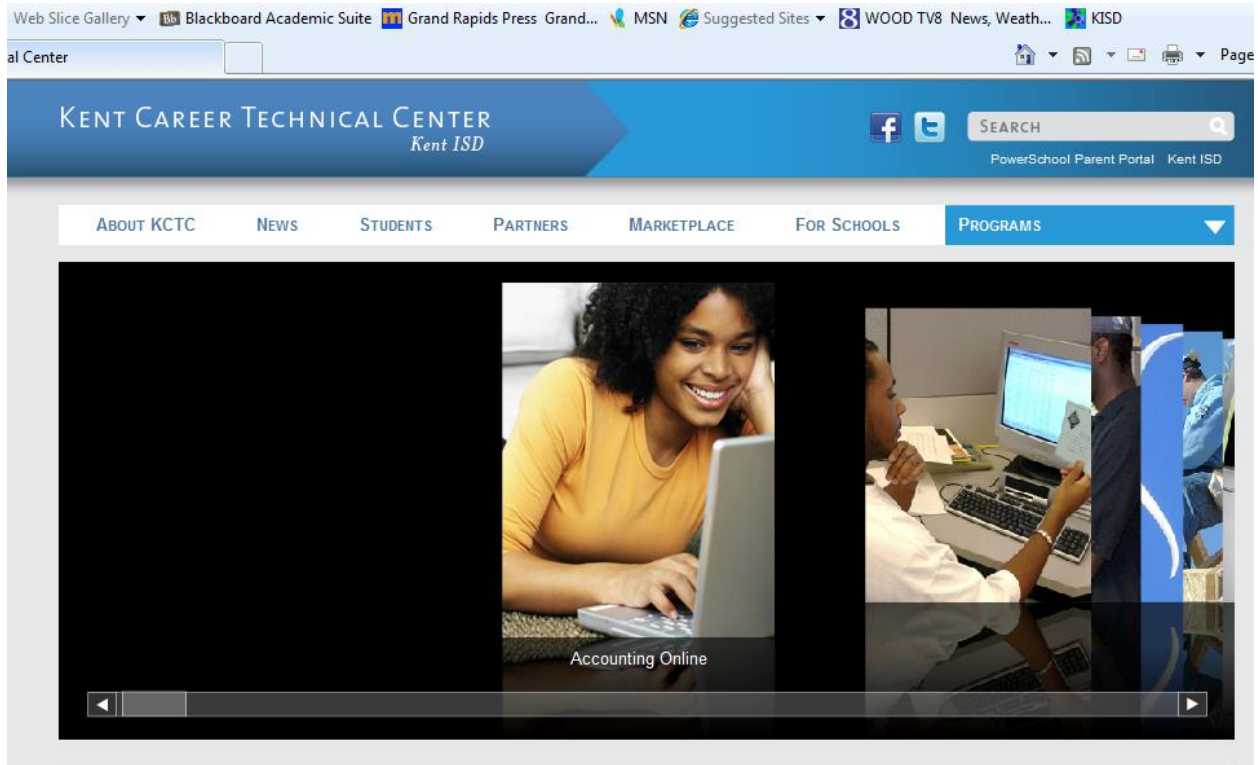
Name: Sample Student

	Possible Points	You Earned
Multiple Choice	25	22
Problem 1	7	7
Problem 2	16	14
Problem 3	18	18
Total	66	61

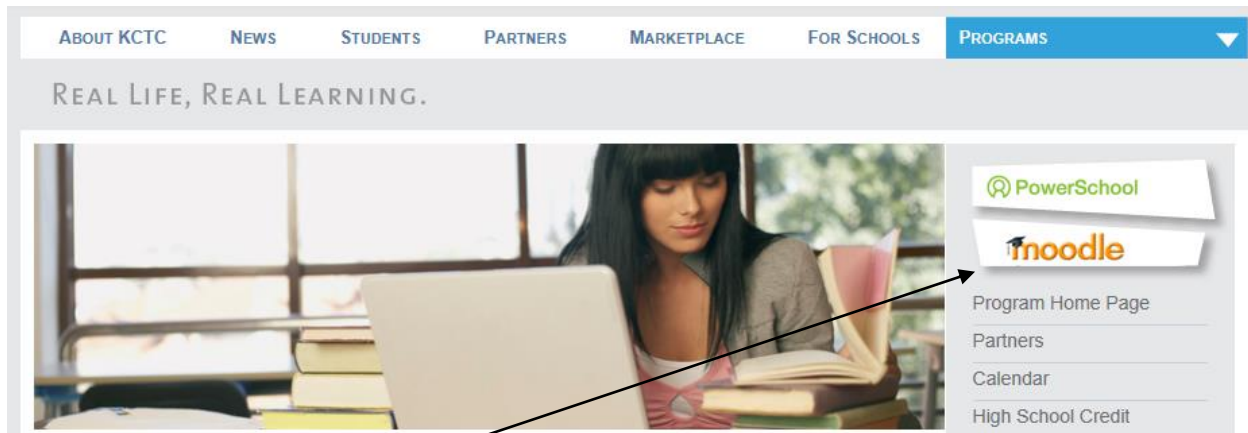
$$61/66 = 92\%$$

LOGGING IN TO THE WEB SITE

1. Activate your Internet Explorer or other Internet browser.
2. Go to the following website: www.thetechcenter.org.

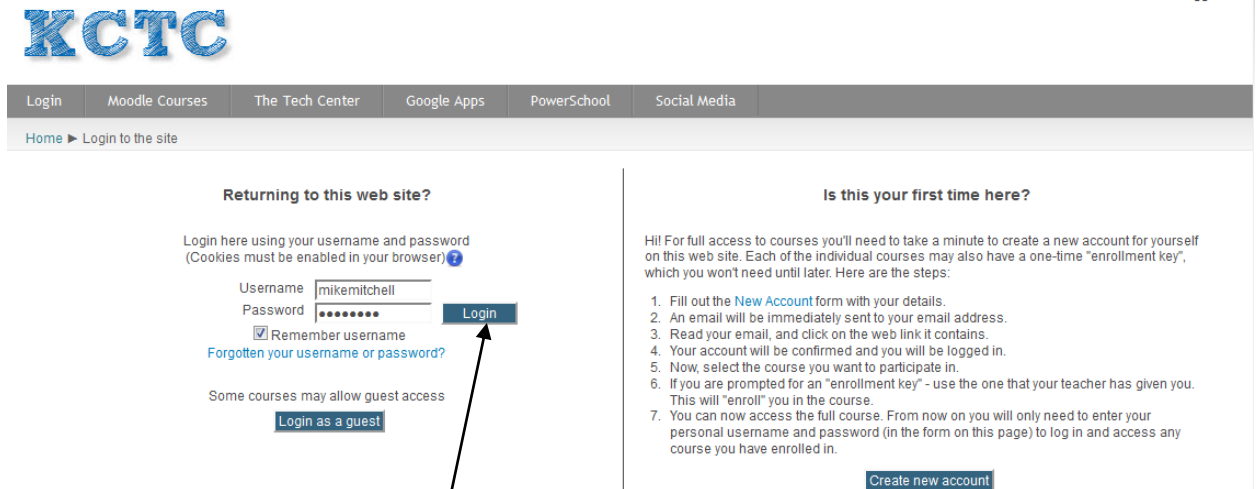


3. Click on the Programs drop down box highlighted in the picture above.
4. Select Accounting Online.



5. Select Moodle.

6. You will see one of the two following screens used to login to our system.



7. Enter the Username and Password given you by your instructor.

8. Click the Login button.

9. Click on "moodle courses" and choose Accounting Online.

Accounting Online

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Orientation

