

# Accounting I

2019-20

## GENERAL INFORMATION:

Hour:	5th Hour
Room:	109
Instructor:	Shannon Kats
Required Texts:	<i>Century 21 Accounting First-Year Course Textbook, 8<sup>th</sup> Ed.</i> <i>Century 21 Accounting Working Papers and Study Guides</i>
Prerequisite:	None

## COURSE DESCRIPTION:

This course provides students with a background in the basic accounting procedures for the sole proprietorship, partnership, and corporation. Within each of these businesses, the students will learn how to implement the steps of the accounting cycle, which include recording transactions, posting to ledger accounts, preparing financial statements, and closing accounts. Workbook pages, study guides, and quizzes will assist the student in practicing new concepts.

While working through the textbook, several application problems will be completed on the computer using a template disk to give students the opportunity to view computerized accounting.

## COURSE OBJECTIVES:

1. To explain accounting terms used in business activities.
2. To analyze daily business transactions.
3. To classify accounts as assets, liabilities, equity, revenue, and expenses.
4. To incorporate the accounting equation and explain how different transactions affect the equation.
5. To identify source documents for recording in journals.
6. To prepare a bank statement reconciliation.
7. To compute employee payroll.
8. To transfer information into several financial statements.
9. To compute depreciation of fixed assets, using a straight-line method.
10. To record account adjustments.
11. To transfer manual accounting methods to automated accounting procedures on the computer.
12. To identify careers related to accounting.

## METHOD OF INSTRUCTION:

This course will be taught through a variety of methods including lecture, class discussion, demonstration, hands-on guided practice, cooperative learning, and independent practice.

## METHOD OF EVALUATION:

Students' grades will be determined by total points at the end of each grading period. Final grades will include point values from daily assignments, quizzes, simulation packet, and both objective and application exams.

Any assignment that is turned in late will be worth only 1/2 credit. An incomplete assignment that is handed in will be graded as if it were complete. Assignments that are not handed in will be recorded as a zero in the grade book.

**If a student is absent from school, the student has two days to make up any assignments or tests that were missed.** Any assignment or test that is not made up during these five days will be counted as a 0 in the grade book, unless the teacher determines otherwise.

The grading scale is as follows:

100 - 98	A+	79 - 77	C+
97 - 94	A	76 - 73	C
93 - 90	A-	72 - 70	C-
89 - 87	B+	69 - 67	D+
86 - 83	B	66 - 63	D
82 - 80	B-	62 - 60	D-
		59 - 0	F

### **DAILY REQUIREMENTS:**

Each student should bring the following items to class each day:

1. Pencil
2. Textbook
3. Workbook
4. Completed assignments
5. Notebook for notetaking

### **CLASS EXPECTATIONS:**

Students are expected to take an active role in their learning of accounting. I am here to assist each student in doing the best they can, but it is up to each individual student to put forth the effort.

In addition to learning, students must also be responsible for their behavior. Any student who breaks the rules will be dealt with according to the Assertive Discipline Policy. The following rules are those listed in that policy:

1. Follow my directions.
2. Be in your assigned seat or area ready to work when the tardy bell finishes its ring.
3. Bring necessary equipment to class every day.
4. Keep hands, feet, books, and objects to yourself.
5. There will be no swearing, cruel teasing, rude gestures, or put-downs. Nor shall there be any talking above a classroom voice.

These additional rules must also be followed in the computer lab:

1. No gum, food, or drinks are allowed in the computer room at any time.
2. Students must take care of all computer equipment and adding machines in the room.
3. Each student is responsible for cleaning up his/her workplace before leaving the room.