

# **ACCOUNTING I (Room 322/121)**

## **Course Syllabus and Outline**

2019-2020 School Year

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### **Course Description: (One Year Course)**

Accounting I is for the student who wants knowledge of basic accounting principles. It is designed to teach students the methods and systematic procedures for recording the financial operations of a sole proprietorship, partnership and corporation. Students will learn modern accounting forms, record transactions to keep the financial records of a business for a fiscal period, and analyze and interpret the records to prepare financial statements. Class activities will include demonstration and class discussion followed by practice drills, application problems and study guides. Students will complete three business simulations. In addition, computer spreadsheet programs and automated accounting procedures will be introduced. Accounting I may also help students to develop business and organizational skills that will be beneficial with their own personal finances. Having worked in the Accounting field for several years, I will do my best to show you what you need to know to be successful not only in a college level accounting class but in the working world.

**\*This class is an ELECTIVE. If the course content or requirements do not meet your interest or abilities please make a schedule change. Do not decide the class isn't for you several weeks from now.**

### **Writing Across The Curriculum:**

Lexington Public Schools is strongly emphasizing writing across the curriculum. We will do weekly writing assignments on topics and articles that we are covering in our text. Students will use the "Write Tools" writing process to complete writing assignments. The textbook contains case studies for critical thinking. They are short, practical applications of the accounting principles developed in the chapter. Some cases are planned to present problems related to the chapter but not specifically discussed and answered in the chapter. These cases present an opportunity for critical thinking and decision-making.

### **Class Prerequisites:**

**Satisfactory work on Accounting (math) pre-test. Students must have good math skills and enjoy working with numbers. If math courses are your least favorite you are enrolled in the wrong class.**

### **Supplies:**

1. Calculator
2. Pencil
3. Folder for handouts and printouts (Graded each semester)
4. Computer

\*The above supplies will be brought to class every day!!

### **Daily Classroom Work Procedures:**

1. Be in your seat when the bell rings - tardies result in detention. If I can't find you, you will be marked tardy.
2. Have your computers ready. We will use online accounting software almost every day.

2. We work every day, THE WHOLE PERIOD!
3. During chapter and problem presentations there will be no talking. To learn the material you must pay attention.
4. Do your own work and you will be successful.
5. This course requires you to be in class if at all possible. Students who frequently miss school usually struggle in this class. You will be required to make up your missed day(s) before or after school. \*I do coach in the winter and spring seasons so check with me for available times.
6. Get along with your classmates, ask questions, show interest in your work, have a positive attitude and you will do great!

#### **Internet and Miscellaneous Rules:**

1. Stay on school appropriate sites.
2. Internet can only be used after required assignment is complete.
3. Internet cannot be used during teacher presentations or lectures.
4. **\*\*Students who abuse this will lose participation points and continued abuse will result in detention.**
5. Listening to music is not allowed. This is a school wide rule.
6. Hitting the print key more than once wastes paper. You will be responsible for the sheets of paper you waste from careless printing.
7. Be respectful and clean (leave the space as clean as before)

#### **Evaluation:**

1. 35% - Chapter problems and handout problems
2. 45% - Tests and projects
3. 20% - Class participation

1st Quarter: 45% 2nd Quarter: 45% Semester Final: 10%  
3rd Quarter: 45% 4th Quarter: 45% Semester Final: 10%

\*Class participation - Each student will be given daily points for their attendance and participation in class. Students will lose participation points for:

- a. Not following classroom and computer lab rules
- b. Absent from class

\*Students who do not attend/participate in class will have points deducted because of their loss of classroom time. Students who miss school for any reason will be required to make-up tests, quizzes, assignments or activities to receive daily participation points for the class they miss.

#### **Wall of Wooden:**

Besides making up any missed assignments or quizzes, students who have missed class will need to find and write a quote on the bulletin board. John Wooden was a legendary basketball coach for UCLA and is known for his character and wisdom. When you have placed your quote on the board let me know and I will award your participation points.

\*Students will be allowed two days from the day they have been absent to complete missed assignments. Each day late beyond two days will result in a loss of 10 points per day late.

\*Extra credit assignments will be available if all regular assignments are complete.