

ACCOUNTING I (Room 322/121)

Course Syllabus and Outline

2022-2023 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 to 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 monthly writing assignments on topics and articles that we are covering in our text and in other publications. Our writing assignments will be based on communication in the business world, which means clear and concise (no long papers). Most of our writing assignments will be based on your opinion of a topic or comparing and contrasting ideas.

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. 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
3. Class will go as follows: 1. PowerPoint Presentation 2. Work Together Problem 3. Work Problem On Your Own

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. The Internet can only be used after the required assignment is complete.
3. The Internet cannot be used during teacher presentations or lectures.
4. ****Students who continue to abuse these rules will end up 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. 40% - Chapter problems and handout problems
2. 45% - Tests and projects
3. 15% - Performance Evaluation

1st Quarter: 45% 2nd Quarter: 45% Semester Final: 10%

3rd Quarter: 45% 4th Quarter: 45% Semester Final: 10%

Performance Evaluation: Everyone will start with 30 points every month for performance evaluation. Students will lose points by acting in a way that is against our class rules or being absent and not catching up on missed notes/assignments.

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 performance evaluation 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.