

Huntland Schools
Course Syllabus – Accounting I

Course Information

Credit: 1
School Year: 2021-2022
Class Location: Room 17

Teacher Information

Name: Ms. Janet Colburn
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Course Description:

Accounting I introduces concepts and principles based on a double-entry system of maintaining the electronic and manual financial records for a sole proprietorship, a partnership, and a corporation. It includes analyzing business transactions, journalizing, posting, and preparing worksheets and financial statements.

Fees: Accounting I has a \$10.00 fee. This fee will help pay for all accounting supplies and workbook papers needed to complete this course.

Supplies Needed: Pencils and/or pen, notebook or binder.

Grading Policy:

Students will be assessed using the following: Daily Work*Labs/Projects*Standard Tests*Quizzes*Participation

Make-Up Work Policy/Late Work Policy:

Students are responsible for making up work missed from any excused absences within three days of returning to school. Work not turned in after three days will result in a grade of zero.

Grading Scale:

A 93-100
B 85-92
C 75-84
D 70-74
F Below 70

Classroom Expectations:

1. Arrive to class on time, work is expected from bell to bell.
2. Be prepared. Cell phones **MUST** be off and put in pocket holder immediately when entering the classroom.
3. Respect your classmates and teacher.
4. Inappropriate language will not be permitted.
5. No personal grooming in class (Be mindful of strong cologne/perfume).
6. No eating, drinking, cell phones, or other electronic devices are permitted in the classroom.
7. Follow county Internet policy – no changing of any kind to computers.
8. At the end of class, you **MUST** log off all programs and computers.

Class Requirements:

If you are absent, it is YOUR responsibility to make up the assignments and/or tests when you return. If you do not make up your missing assignments within the three day timeframe, your grade will be a zero. It is YOUR responsibility to come before or after school to catch up on missed work from your absences. I may not be able to re-teach the lesson during class time. You can check planbook weekly on my website for assignments.

Text: Multicolumn Journal Accounting - this is an online book with online working papers.

Consequences/Discipline:

1. Coming into class after the bell has rung will result in an unexcused tardy. One tardy in a semester will result in a warning. For every other unexcused tardy, the student will need to present a tardy slip from the attendance office. The fifth tardy to class will result in Saturday School assignment.
2. Instances of disrespect or general misbehavior will result in one or several of the following actions:
 - Verbal Warning
 - Private conference between you and the teacher
 - New seating assignment
 - Parent conference
 - Refer to administration

Plagiarism, Cheating, and Academic Integrity:

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the **giving or receiving of help** on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade.

Methodology:

A combination of lecture, class discussion, presentations, videos, cooperative learning, projects and problem-based learning will be used in this course. Grades will be determined by the satisfactory and timely completion of assignments. Below is an overview of topic/units and major assessments/assignments for this course. **Please note dates/timeframes are subject to change and are only an estimate.**

Unit/Topic	Course Activities	Assessments/ Assignments	Timeframe
Safety/FBLA Introduction to ebook	Individual/Small Group Activities	Quiz/Project	Week 1
Accounting Equation Debit/Credit Parts	Individual Activities	Quiz/Test, Working Papers	Week 2
Journalizing Transactions	Individual Work	Quiz/Test, Working Papers	Week 3
Journalizing Transactions Posting to General Ledger	Individual Activities	Quiz/Test, Working Papers	Week 4
Posting to a General Ledger	Individual Activities	Quiz/Test, Working Papers	Week 5
Cash Control Systems	Individual Activities	Quiz/Test, Working Papers	Week 6
Reinforcement Activity	Individual Work	Working Papers	Weeks 7 & 8
Worksheet for Service Business	Individual Work	Quiz/Test, Working Papers	Weeks 9 & 10
Financial Statements	Individual Activities	Quiz/Test, Working Papers	Week 11
Recording Adjusting & Closing Entries	Individual Activities	Quiz/Test, Working Papers	Week 12
Career Exploration	Individual Activities	Quiz/Test, Classwork	Week 13
Accounting in the Real World	Individual Activities, Small Group	Quiz/Test, Classwork, Project	Week 14
Reinforcement Activity Part B	Individual Activities	Working Papers	Weeks 15 & 16
Review for Midterm	Individual Activities	Quiz/Test, Classwork, Project	Week 17
Midterm Exam	Individual	Midterm Exam	Week 18
Journalizing Purchases & Cash Payments	Individual Activities	Quiz/Test, Working Papers	Weeks 19 & 20
Journalizing Sales & Cash Receipts	Individual Activities	Quiz/Test, Working Papers	Week 21
Posting to General Ledger	Individual Activities	Quiz/Test, Working Papers	Week 22
Preparing Payroll Records	Individual Activities	Quiz/Test, Working Papers	Weeks 23 & 24
Payroll Taxes & Reports	Individual Activities	Quiz/Test, Working Papers	Week 25
Reinforcement Activity 2 Part A	Individual Activities	Working Papers	Weeks 26 & 27
Dividends & Preparing a Work Sheet	Individual Activities	Quiz/Test, Working Papers	Week 28
Financial Statements for a Corporation	Individual Activities	Quiz/Test, Working Papers	Week 29
Recording Adjusting & Closing Entries	Individual Activities	Quiz/Test, Working Papers	Week 30
Simulation Accounting Project	Individual Project	Working Papers	Capstone Project – End of year

Accounting I

General Information:

If you are having trouble with this class, come to me immediately and I can work with you. If you wait until the end of the marking period, it will be TOO LATE. I will be available to assist you so you can be successful in this class.

Please check and sign below:

_____ I have read the information and I fully understand what I'm expected to do in class.

Student Signature:

Print Student Name:

Parent/Guardian Signature:
