**Accounting I**

# Course Syllabus

**Course Description:**

This two-semester course covers sole proprietorship accounting principles involved in the preparation and maintenance of financial records concerned with business management and operations. It is a comprehensive introduction to basic accounting including recording, summarizing and reporting, principles of income measurement and asset valuation, and accounting systems and controls. Students are exposed to careers in the accounting field and are given the opportunity to perform accounting applications using the computer. An introduction to partnerships and corporations may be included.

**Course Competencies:**

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| Standard 1. Students will complete and explain the purpose of the steps of the accounting cycle. |
| Standard 2. Students will apply generally accepted accounting principles (GAAP) to determine the value of assets, liabilities, and equity. |
| Standard 4. Students will apply appropriate accounting principles to payroll, income taxation, and various forms of ownership  Standard 5. Students will investigate accounting-related career opportunities, workplace skills, and ethics related to the field of accounting |

### Textbooks and Materials

* Century 21 Accounting 8E Gilbertson Lehman Ross, South Western, 2006.
* Automated Accounting

## Units to Be Covered

Accounting for a Service Business Organized as a Proprietorship

Accounting for a Merchandising Business Organized as a Corporation

Adjustments and Valuation

Additional Accounting Procedures

**Grading will be based on the following:**

Vocabulary/questions

Study guides

Workbook Problems

Reinforcement Problems

Simulation Packets

Chapter Tests

Semester Test

**Grading Policy:**

All assignments are expected to be handed in during class time on the due date. If an assignment is late, 5 points on small assignments and 10 points for large projects will be deducted for each day. (This means that for many 10-point assignments you have already lost 5 % of your grade for it being one day late.\_ It will be an automatic zero any time aft 8:15 a.m. on the third day.)

If you are absent from school for illness, you will be given the number of days you were absent to make up the assignment.

### Classroom Rules

All school rules and common courtesies of any classroom should be followed.

Bring your textbook, working papers, calculator, rulers, pen and a pencil to class each day.

Upon entering the room each day, jumpstarts should be completed and homework out and ready to be handed in.

Computer use will be for accounting purposes only unless permission is given by the instructor for other uses.

Fill out the sign out sheets anytime you leave the classroom and ask for permission to use the restroom only at the very beginning or end of class unless there is an emergency.

No cell phone use unless directed by the teacher for classroom activity.