

ACCOUNTING I
INSTRUCTOR: MRS. KATHLEEN LAMMIMAN
Syllabus

COURSE CONTENT: This is a one-year introductory accounting class emphasizing accounting principles through computerized accounting applications and workbook activities. Students will learn to enter realistic accounting transactions for a variety of business applications and generate financial statements and other management information reports. Students will also learn how to prepare a simple income tax return. Mini practice sets are incorporated throughout the course in order to apply concepts.

ESSENTIAL STANDARDS: The Student will:

- Be able to describe a variety of career opportunities available to accountants.
- Demonstrate knowledge of the forms of ownership: sole proprietorship, partnership and corporation.
- Demonstrate knowledge of accounting terms, concepts, and processes as they relate to the accounting cycle.
- Be able to classify accounts, i.e. assets, liabilities, owner's equity, drawing and expenses, revenues and cost of merchandise.
- Analyze business transactions using source documents and describe their effect on the accounting transaction.
- Demonstrate double-entry accounting concepts when journalizing and posting.
- Demonstrate knowledge of financial statements.
- Demonstrate knowledge of spreadsheets and accounting software to maintain records.
- Demonstrate knowledge of payroll accounting.
- Acquire knowledge and demonstrate skills necessary to prepare simple income tax forms.
- Demonstrate and practice proficiency on 10/key electronic calculator.
- Demonstrate the ability to develop an employability portfolio to include a personal job application, cover letter, resume, reviewing interview concepts and the follow-up procedure.

TEXTS: Glencoe Accounting, QuickBooks Learning Guide **SOFTWARE:** Glencoe Accounting, QuickBooks.

ASSESSMENT AND EVALUATION: Will be determined by Exams, Practice Sets (including accuracy and neatness), a simulation entitled Adventure Travels, and the Workbook. Most Workbook chapters are worth 100 points. All chapter work is due prior to each chapter test. Work Habits/Attitude/Attendance will be worth 100 points.

Grading Weights

Grading Scale

50%	Exams and Practice Sets	90	-	100%	A
40%	Homework/Workbook	80	-	89%	B
10%	Work Habits/Attitude/Attendance	70	-	79%	C
		60	-	69%	D

HOMEWORK: Homework is normally not assigned. Absences will be required to be made up if a student is behind in his/her work (before school or after school).

ATTENDANCE AND TARDY: Students are to be in their assigned seat when the tardy bell rings; or be in the process of obtaining their file and heading directly to their seat without hesitation or visiting. Points per unexcused tardy may be deducted from the Work Habits/Attitude/Attendance grade per quarter.

AVAILABILITY: The best time to contact me is after school 3:00 – 4:00 p.m.

To reach me by phone the number is 873-4275, Ext. 246.

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