

# Accounting I • Mrs. J Moore

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**classroom:** 204

## Prerequisites

None, but this is recommended for seniors as it is a 4<sup>th</sup> year math. Juniors can take it as an elective ONLY. Freshman and Sophomores should not take this course. Potential college business majors, this is a MUST!

## Course Overview

This course will analyze, classify, and record business transactions in a manual and computerized setting. Emphasis is on the complete accounting cycle, basic financial statements, bank reconciliations, payroll, and basic small business income tax issues. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package will be covered. Accounting is an essential course for any college bound student who is considering any career in a business field.

## Course Materials

- Century 21 Accounting – General Journal Textbook (9<sup>th</sup> edition)
- H and R Block Financial Simulation (FREE – Test Grade 100 points)
- Pencil with eraser
- Calculator (No using calculators on phone, but you can use the computer calculator)
- A smiling face! 😊
- An email address to enroll in the Automated Accounting Program Called Aplia.

## Course Information

I am a firm believer in active, cooperative learning. What does that mean exactly? Students will not be assessed solely on tests/quizzes, but using a combination of techniques including online chapter activities, individual/group activities, current article analyses, class participation, employability skills and real-life accounting simulations.

Students will be primarily working with an online software program called *Aplia* that can be accessed from any computer at <http://www.aplia.com>. *Aplia* provides the students with online working papers to eliminate having to drag home a textbook or other materials. The software is an interactive and engaging way to complete assignments and strengthen students' understanding of accounting. Students will be provided with login information in class.

## Course Policies

1. **Attendance/Make-Up Work:** It is the students' responsibility to check with their peers for any missed notes when they return. Students should visit edmodo for any worksheets or other assignments otherwise. Students will be held responsible for all information covered on these days.  
**Note:** If you know you will be absent for an extended period of time (whether it be illness, vacation, or something else), work will be posted in edmodo.  
**Late Work:** Late work will only be accepted up until one day following a test/quiz; however points will be deducted by 20%. After that, late work will not be accepted for that unit but students will have a fresh start with the next unit.
2. **Cheating/Plagiarism:** UNACCEPTABLE

3. **Participation Points:** Two participation points may be earned each day if you are present and have participated in classroom work assignments and/or questions. Tardy students will lose 1 participation point. Absent students without an excused absent, note from parent, doctors note, valid pass from administrator or teacher will receive 0 participation points for that day.
4. **Extra Credit:** There may be extra credit opportunities given throughout the semester. These opportunities will be given to the class as a whole, not to students on an individual basis.

## Grading

Grading will be done on a points basis in which every assignment, project, or test will be assigned a point value. Point values will be determined on each assignment individually. Most projects will be due 2 ½ days after it was assigned in class. Watch Aplia for the due dates. In general, the grade distribution will be as follows:

Your final course grade will be earned and calculated as follows:

<b>Semester Grade</b>	<b>80%</b>
	<b>(Tests 50%, Quizzes 25%, Assignments 25%)</b>
<b>Final Exam</b>	<b>20%</b>

A letter grade will be assigned to your final percentage based on the following grading scale:

A	100-93%	B-	82-80	D+	69-67
A-	92-90	C+	79-77	D	66-63
B+	89-87	C	76-73	D-	62-60
B	86-83	C-	72-70	E	Below 60

## Website

### Synergy:

This will be your best resource for the semester. Students and parents can access this website to keep track of grades and any missing assignments throughout the semester. As soon as a grade is posted, it will be available for all to see. If you ever notice an error, please let me know as soon as possible.

**Please complete and submit the following portion of the syllabus by the end of the week (10 points)**

## Accounting

I have read and understand the information contained in this course syllabus.

Class Hour \_\_\_\_\_

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_