

Accounting I

Course Syllabus

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Course Description:

A recent survey given to college students asking the course they wished they had taken in high school showed the most frequent response to be Accounting. Accounting is also currently one of the biggest areas of growth in the job market. Students planning to operate their own business or major in business in college will find this course a must. Accounting is an important course that will prepare you for a job, give you a solid background for further study in college, and provide you with an understanding of how financial decisions are made.

Course Objectives:

This course is designed to provide students with a basic understanding of accounting and accounting practices. Upon completion of this course, students will be able to:

- understand accounting terminology and language
- analyze, journalize, and post accounting transactions
- prepare accurate financial statements
- understand how accounting information helps managers and owners make better business decisions
- understand accounting concepts and procedures for a business organized as a proprietorship

Textbook and Materials:

- Textbook: Century 21 Accounting: Multicolumn Journal, Seventh Edition
- Workbook: Century 21 Accounting: Multicolumn Journal, Seventh Edition
- Pen/pencil, notebook, calculator, and 2-pocket folder or 3-ring binder

Grading Information:

Students will be graded using assignments, quizzes, tests, and participation as follows:

40% - Assignments	Includes all written class work, workbook assignments, homework, and computer assignments.
50% - Quizzes/Tests	Includes quizzes given at the end of each chapter, and tests of cumulative material covered in class and text.
10% - Participation	Includes items such as: being punctual and prepared for class each day, contributing to class discussions, cooperating with classmates/teacher, washroom and locker pass abuse, etc.

Grading scale:

93-100% = A (5.0) 85-92% = B 76-84% = C 68-75% = D Below 68% = F

Semester Grade:

40% 1st Quarter
40% 2nd Quarter
20% Final Exam
100%

Class Rules:

- Good attendance is essential if you want to do well in this course. Also, a third tardy will result in the deduction of participation points and a classroom detention.
- Come to class prepared! This means bringing your textbook, workbook, notebook, pen/pencil, etc. to class every day. If you have to go to your locker for these items, participation points will be deducted.
- Keep your assignments up-to-date. If you are absent, it is YOUR responsibility to obtain missed assignments/notes.
- Courteousness and consideration should be practiced at all times during this class. This is in regards to fellow classmates, teachers, and guest speakers.
- Assignments, quizzes, and tests missed due to excused absence (illness, field trip, etc.) must be made up within a reasonable time after your return to school.
- Late work will be accepted for partial credit (less 25% for one day late; less 50% from over one day late until date of next test). Late work will NOT be accepted after this time.
- No hall or washroom passes (beyond two) will be issued during class without the loss of participation points.

Academic Honesty:

It is expected that all material submitted for this course is the actual work of the individual whose name appears on the material. Research information must be properly documented. Violations of academic honesty include, but are not limited to cheating, plagiarism, and receiving help on a test. Copying another person's assignment will result in both the copied assignment and the original assignment guilty of academic dishonesty. A student found guilty of academic dishonesty is subject to failure for the assignment in question and/or failure of the course.