



Accounting 1

Grades: 11-12

Prerequisite: None

Credits: 1 per semester

Teacher: Mr. Miller

Email: amiller@d211.org

School Homepage: www.fhs.d211.org/departments/be/amiller

Office Hours: Room 218S - Periods 4, 8; or Discipline Office – Periods 1, 2, 3

Resources: General Journal, Century 21 Accounting, 8th Edition, Gilbertson, Lehman and Ross. Thomson South-Western Educational Publishing Company, 2006.

Working Papers, Chs. 1-24, Century 21 Accounting 8E. Gilbertson, Lehman and Ross. Thomson South-Western Educational Publishing Company, 2006.

Automated Accounting Software, Century 21 Accounting 8E

Computerized Accounting, Microsoft Excel Software

- Additional Info:**
- Course related materials to enhance a well-rounded education in mathematics, reading, writing, and speaking
 - Online resources will be used as career research, financial analysis, current events and ethical discussion based tools.
 - Harper College Accounting Competition in the Spring
 - Viking Spirit Shop internship experience throughout the school year

Supplies Needed: 3-Ring Binder, 5 Dividers, Pen/Pencil, Correction Fluid, and Calculator

Course Description:

Accounting is designed for the college-bound business major. Through hands-on applications and the integration of computer technology, using Microsoft Excel and Automated Accounting, students will learn the basic fundamentals of accounting. They will develop a solid foundation for personal use for individuals and small business record keeping, for entry-level accounting positions and for further accounting study. An entry-level course designed to provide the career oriented business student with background in concepts of double-entry bookkeeping with an emphasis on understanding of accounting principles and concepts in a sole proprietor and corporate environment.

Instructional Methods:

Techniques used include teacher and student demonstrations, guided and independent practice, lectures, technology, review games and guest speakers. Team-based and cooperative group work will be applied. A simulation is used to apply the accounting concepts using automated accounting software.

LEARNING OUTCOMES:

Each student will:

- Demonstrate accounting procedures for a service business organized as a sole proprietorship.
- Demonstrate accounting procedures for a merchandising business organized as a corporation.
- Demonstrate accounting procedures for control systems of a merchandising business organized as a corporation.
- Develop proficiency in the use of the computer to maintain accounting records using Microsoft Excel and Automated Accounting.

GRADING PROCEDURES:

Daily work assignments	70%
Tests and Quizzes	30%

Total points are used in this course. All daily assignments will be given a point value. The following percentages will apply.

100-90	A	Semester Grade:	
89-80	B		1 st Quarter = 40%
79-70	C		2 nd Quarter = 40%
69-60	D		Final Exam = <u>20%</u>
59 or ↓	F		Total = 100%

ACADEMIC HONESTY:

It is expected that all work submitted in this class is that of the individual whose name appears on the materials. 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 being assessed a grade of "0." Moreover, a student found guilty of academic dishonesty is subject to failure of the course and/or other disciplinary action.

How to Succeed in Accounting

- ✚ READ your material
- ✚ Hand in all assignments on time & completed
- ✚ LISTEN
- ✚ Take notes to learn principles and concepts
- ✚ Study prior to taking tests and quizzes
- ✚ Keep absences at a minimum
- ✚ Be in class on time and prepared
- ✚ Work well with others
- ✚ Apply yourself and participate in class
- ✚ Have a Positive Attitude
- ✚ Be an Active Learner
- ✚ Double-check your work
- ✚ Turn in your "BEST" product every time

Attendance:

Each student is expected to be to class on time and in their assigned seat when the bell rings. If you are absent, it is your responsibility to make arrangements to make up your work. You will receive two days for every excused absence for make-up work. If you are truant you will receive no credit. Tardiness is an inappropriate disruption to the classroom environment. They not only affect the quality of education your instructor is trying to provide, but are a nuisance to the rest of the class and thus will be enforced according to school policy.

Class Instruction:

- Refrain from talking while I am instructing
- Stay with my directions—don't "jump ahead"
- Concentrate on the task we are doing in class
- If you have a question or problem, raise your hand, be patient, as I will come over as many times as you need in the order in which you asked for help.
- Be resourceful and try to work through assignment problems on your own initially, within time you will figure things out.

Assignments:

Majority of assignments are done in class. It is crucial that you attend everyday of class. All in class work is due on the date provided by the instructor. Certain assignments will be accepted as late work after the due date and points will be deducted based on the amount of days late. Amount of points deducted will depend on the type of assignment and by the instructor's discretion. Any assignment turns to a zero after the 5th school day from due date for that assignment. Tests and quizzes must be made up within 2 days of an absence due to excused illness or absence. If illness exceeds 2 days, then the student will get additional days for each excused absence.