

ACCOUNTING I

2005-2006

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Texts:

Glencoe Accounting – 1st year course
Adventure Travels Simulation

Required:

All accounting work should be done in pencil. As new accounting students you will make mistakes on transactions and pencil is much easier to erase.

Software:

Glencoe Electronic Learning Center
Peachtree Accounting Software
Microsoft Excel
Virtual Business-Sports

Goals:

- I. Accounting Cycle
Complete the various steps of the accounting cycle and explain the purpose of each
- II. Accounting Process
Determine the value of assets, liabilities, and owner's equity according to generally accepted principles, explaining when and why they are used.
- III. Financial Statements
Prepare, interpret, and analyze financial statements using manual and computerized systems for service and merchandising businesses.
- IV. Special Applications
Apply appropriate accounting principles to various forms of ownership, payroll, income taxation and managerial systems.
- V. Interpretation and Use of Data
Using planning and control principles to evaluate the performance of an organization and apply differential analysis and present value concepts to make decisions.

Prerequisite:

Business Services

Assignments, Exams, etc.:

There will be daily assignments which consist of problems, questions, and case studies. You will have problems due almost everyday. All work is due by the due date—1 day late is ½ credit; 2 days late is no credit. Failure to hand in 2 or more assignments will be subject to an incomplete in the course until all work is handed in. So even if it is past the date of receiving any credit at all you must still turn in the assignment to avoid an incomplete in the class. This is necessary to be sure you have completed the practice work and are ready to perform on a test. Learning accounting is a step by step process. It is important to understand one concept before you progress to another, therefore, you need to do all assigned work.

Although you are encouraged to talk through a problem together, you should refrain from copying another student's work. Each chapter builds on the previous chapter and you will quickly find yourself lost and failing tests as a result of this practice. If you need help ask. If you don't want to ask for help during class arrange to see me after class or after school for help. Chapters 3 & 4 are the most important chapters in grasping basic accounting concepts. It is very important that you thoroughly understand those chapters before attempting to go on.

You are expected to **read** each chapter, study the illustrations, participate in discussion of the concepts and complete the demonstration problem with the teacher.

In addition to problems there will be a chapter problem test as well as Unit objective & problem tests. Your lowest chapter test in the marking period will be dropped.

Grades:

Daily graded assignments will count approximately 50% of your marking period grade. Attendance and participation will count as 10% of your marking period grade; tests will count approximately 40% of your marking period grade. When we do simulations the above percentages will change slightly as these major projects will have more weight than a daily assignment as they take weeks to complete.

Attendance:

As noted previously attendance is extremely important. If you miss a discussion and demonstration problem you may have trouble understanding the material in the chapter. Also if you plan to use this class for business credit at Michigan Tech or Bay you'll have to have a 90% attendance rate in the class as well as an 85% average in the class.

Other behavioral expectations

You are to be in your assigned seat and ready to work when the bell rings. Running through the door to your seat counts as a tardy. You are to remain in your seat until you are dismissed.

You will be limited to 2 Hall Passes per marking period.

Books will be covered and must remain covered throughout the course to avoid damage to covers. You will be expected to replace torn covers and be fined for damaged books

All school rules apply in this classroom. Read your handbook carefully.

Copying someone else's work is cheating. Two students handing in the exact same answers will be questioned if the answers to the questions were based on your opinions or summarizing in your own words. Also 2 students having the exact same wrong answers on a problem or worksheet on more than one occasion may be asked to explain how they arrived at the answer before receiving credit. Always be prepared to explain how you arrived at an answer at any time—right or wrong.

Computer equipment is extremely expensive and the misuse of that equipment will not be tolerated. Any vandalism to the equipment, furniture, mousepads, or anything connected with this lab will be referred for disciplinary action. You will be given software on CD's for which you are liable for their damage or loss. Do not leave them in the computers and do not take them home.

You are to be using only the software needed to perform the work in this class. Games, internet, music, not be tolerated unless the assignment calls for the use of the internet.

Under no circumstances are you allowed to load any software on the computer, in your directory, or brought in on a disk or CD. Your directories will be checked occasionally and anything that relates to games, music, questionable pictures, video, etc. will be deleted and reported to the principal for further possible disciplinary infractions. Your directory is to use for school related assignments only. You will be subject to other disciplinary measures as detention, having your seat changed, etc.

Any horseplay involving another student's assignment or computer will not be tolerated. Keep your password to yourself—you are responsible for it and anything that is done using your login name and password. **YOU ARE RESPONSIBLE FOR ANY WORK YOU WERE TOLD TO SAVE.** If you accidentally or otherwise delete a needed file you will have to do it over.

Taunting and inappropriate language in any way, shape or form will not be tolerated.

You are expected to work the entire time you are in class. Helping each other when the teacher is busy with another student is allowed, visiting when you have work to do is not allowed.