

ACCOUNTING I SYLLABUS

Instructor	Ms B. Woods	Phone	504 398 7115
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Office Hours	First Period Room 117	Website	www.bwoods.eboard.com

Tutoring Thursdays, after school room 117.

Text:

Century 21 Accounting, General Journal, 7th edition
Century 21 Accounting, Working Papers
Century 21 Accounting, Study Guide

Description:

This course is designed to introduce students to basic accounting theory and procedures along with current applications of computer technology in accounting. Emphasis is placed on the mastery of basic accounting concepts and procedures. Mathematical, critical-thinking, problem-solving, decision-making, technology and team-building skills are reinforced in this course.

Goals:

1. Understand and apply basic accounting principles and procedures.
2. Use automated accounting procedures to apply basic accounting principles and pursue advanced accounting methods.
3. Demonstrate the ability to maintain business and personal records.

COURSE TOPICS:

1. Careers in Accounting
2. Sole Proprietorship
3. Banking and Cash Control
4. Payroll Accounting

5. Merchandising Partnership
6. Merchandising Corporation
7. Accounting for Special Procedures

Requirements:

Students are required to do assigned readings for each chapter, homework, class work, and projects. When absent, students must do all missed assignments, class work and projects within five days of returning back to school. If the student expects to be absent more than one day, please e-mail teacher for assignments and projects. Points will be deducted from late projects and assignments.

Resources:

Internet Activities: <http://accounting.swpco.com> (Choose general journal student resources).

Evaluation:

Students will be graded on the Following:

Tests - Tests will be given after every chapter. Tests weight – 40%

Quizzes – Vocabulary quizzes will be given for every chapter. Quiz weight - 10%

Projects – Projects will be assigned after every cycle. Project weight – 20 %

Homework – Homework will be assigned after every lesson. Homework weight – 5%

EXAMS WILL COUNT FOR 25% OF THE FINAL SEMESTER GRADE.

Supplies:

1. 1-½ inch three-ring binder with dividers and labeled as follows:
 - A. handouts
 - B. tests & quizzes
 - C. study guides
 - D. notepaper
2. Pen and pencil
3. Calculator

4. Small packet of Kleenex

BRING SUPPLIES TO CLASS WITH TEXTBOOK EVERY DAY.

Classroom Procedures:

1. Make sure computer is working properly. Check computer when first entering the room. Report any problems before tardy tone.
2. Go to teacher eboard for tabs or messages before class starts.
3. Get permission if you want to use the internet for anything other than the day's assignment.
4. Do not bring food, drink, lotions, or combs near the computers.
5. Do not alter anything on the desktop or hard drive.
6. Store your documents on a jump drive.
7. All computer use must have an educational basis. **NO GAME PLAYING.**
8. Do not play on the keyboard on desktop.
9. Work quietly and stay on task. Make every effort to do your best.
10. Follow teacher directions.
11. Follow class rules.

