

SYLLABUS

Accounting I

Instructor: Ms. Laura Maldonado

Room: B201

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<u>Teacher Information:</u>	Schedule:	1 st Block	Accounting I
		2 nd Block	BIM I
		Lunch A	
		3 rd Block	BIM-I
		4 th Block	BIM-I
		5 th Block	Conference

Course Description:

This course is an introduction to the basic principles of accounting. Throughout the course students will work with three types of business—proprietorship, partnership and corporation. Each type of business will be presented in a complete accounting cycle covering and analyzing transactions, journalizing, posting, petty cash, financial statements, and adjusting and closing entries. In addition, to stressing basic fundamentals and terminology of Accounting, instruction will provide initial understanding of the preparation of budgets and financial reports, operation of related business machines and equipment, and career opportunities in the accounting field. Accounting concepts will be introduced using current business examples and computerized problems will be integrated to complete the accounting cycle.

Course Outline:

Part 1

Starting proprietorships
Transactions that affect owner's equity
Analyzing transactions
Journalizing transactions
Posting to a general ledger
Cash control systems
Work sheet for service businesses
Financial statements for proprietorships
Recording adjusting and closing entries

Part 2

Journalize purchases and cash payments
Journalize sales and cash receipts
Posting to general and subsidiary ledgers
Preparing payroll records
Payroll accounting, taxes, and reports
Work sheet for a merchandising business
Financial statements for a partnership
Recording adjusting and closing entries for a partnership

Part 3

Recording purchases and cash payments using special journals
Recording sales and cash receipts using special journals
Accounting for uncollectible accounts receivable
Accounting for plant assets and depreciation
Accounting for inventory
Accounting for notes and interest
Accounting for accrued revenue and expenses
Distributing dividends and preparing a work sheet
Financial statements and end-of-fiscal-period entries for a corporation

Required Class Materials:

Calculator, Google Classroom, Penzu Online Journal, index cards, binder, textbook, highlighter, pencil, pen, and *Working Papers MindTap-Online Accounting*

Text: Century 21 Accounting Multicolumn Journal (South-Western) 10e

Grading:

Grades will be taken on daily and in accordance with district policy.

<u>Assignments</u>		<u>Weight</u>
Working Papers		
Group Participation	—————→	40%
Quizzes		
Notebook (WAC)		
**Dress for Success		
Test	—————→	60%
Projects		

****Extra Credit**

Dress for Success

FINAL EXAMS

1st Mid-Semester Exam = Comprehensive Exam

2nd Semester Exam = Final Exam

Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his conference period in person or email.

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

Posting of Grades: All grades will be posted on SKYWARD. Students and Parents are responsible for obtaining access to SKYWARD and checking it on a daily basis.

Tutoring: Tutoring will be available on Tuesdays and Thursdays from 7-7:30am. Students must sign-up in advance.

Disclaimer: It is the policy of Sharyland I.S.D. not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de Sharyland I.S.D. no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Course Pacing

1st Six Weeks:

Essential Questions:

- (1) What is accounting?
- (2) What guides an accountant to make sure their work is correct?
- (3) What is the Accounting Equation?
- (4) How are Journalizing and Posting related and yet different?

Week 1

Course/Student/Instructor Introductions/Accounting Careers/ Binders

- Syllabus
- Classroom Expectations
- About Instructor
- Peer Interview
- Why Accounting?

Complete Chapter 1

- Chapter 1 – Classification of accounts; Accounting Equation; Transactions
- Flash Cards
- Problems: Application – 1-1, 1-2, 1-3, 1-4, 1-5, 1-6.

Complete Chapter 1 and begin Chapter 2

- Homework due: Chapter 1 Terms (all) & Questions (odd) – pp. 8, 12, & 15.
- Flash Cards
- **Quiz #1 – Classification of Accounts.**
- Begin Chapter 2, “Revenue, Expense, Withdrawal transactions”

Week 2

Continue/complete Chapter 2 Problems:

- Application – 2-1, 2-2, 2-3, 2-4, 2-5.

Review for exam #1.

- Homework due: Chapter 2 Terms (all) & Questions (odd) – pp. 29 & 31.
- Flash Cards
- Study Guides 1 & 2.
- Complete Chapter 2 problems and handouts

Test #1 and begin Chapter 3

- Flash Cards
- Chapters 1 & 2 Problems due.
- **Exam #1 – Chapters 1 & 2.**
- Begin Chapter 3, “T-accounts, Debit and Credit parts”

Week 3

Begin/Continue Chapter 3 Problems:

- Flash Cards
- Application – 3-1, 3-2, 3-3, 3-4, 3-5/Handouts.

Continue/complete Chapter 3.

- Flash Cards
- Homework due: Chapter 3 Terms (all) & Questions (odd) – pp. 44, 50, & 56.
- Complete Chapter 3 problems and handouts

Quiz #2 and begin Chapter 4

- Flash Cards
- **Quiz #2 – Transactional Analysis**
- Begin Chapter 4, “Journalizing Transactions”

Week 4

Begin/Continue Chapter 4 Problems:

- Flash Cards
- Application – 4-1, 4-2, 4-3, 4-4, 4-5, 4-6/Handouts.

Continue/complete Chapter 4 problems.

- Flash Cards
- Homework due: Chapter 4 Terms (all) & Questions (odd) – pp. 71, 75, 81, & 85.
- Study Guides #3 & 4.

Exam #2

- Flash Cards
- Chapters 3 & 4 Problems due
- **Exam #2 – Chapters 3 and 4**

Week 5

Begin Chapter 5, “Posting to a General Ledger”

- Flash Cards
- Problems: Application – 5-1, 5-2, 5-3, 5-4, 5-5

Continue/complete Chapter 5 problems.

- Flash Cards
- Homework due: Chapter 5 Terms (all) & Questions (odd) – pp. 100, 105, & 111.
- Study Guides #5.

Exam #3

- Flash Cards
- Chapter 5 Problems due
- **Exam #3 – Chapter 5**

Week 6

Review for Unit (S.W.) Exam

- Flash Cards, Practice Test(s)

Unit One/Six Weeks Exam (Chapters 1 – 5)

Begin Chapter 7, “Work Sheet”

- Flash Cards
- Problems: Application – 7-1, 7-2, 7-3, 7-5/Handouts

2nd Six Weeks:

Essential Questions:

- (1) From where does all the information to develop a Work Sheet originate?
- (2) How is financial information organized and presented to the owner or manager of a business?
- (3) What needs to be done to end one fiscal period and prepare for a new fiscal period?
- (4) How does an accountant check his work at the end of a fiscal period?
- (5) Why should a business use a bank to take care of its money?
- (6) How do we verify the amount of money our bank reports we have with the amount of money our accounting records report we have in the bank?
- (7) Now that I have learned an accounting cycle, how do actually apply my knowledge?

Week 7

Continue Chapter 7

- Flash Cards
- Problems: Application – 7-1, 7-2, 7-3, 7-5/Handouts

Complete Chapter 7

- Flash Cards
- Homework due: Chapter 7 Terms (all) & Questions (odd) – pp. 152, 158, 163, & 167.
- Complete problems.
- **Quiz #1 – Work Sheet**

Begin Chapter 8, “Financial Statements”

- Flash Cards
- Problems: Application – 8-1, 8-2, 8-3, 8-4/Handouts

Week 8

Continue Chapter 8

- Flash Cards
- Homework due: Chapter 8 Terms (all) & Questions (odd) – pp. 180 & 185.
- Problems: Application – 8-1, 8-2, 8-3, 8-4/Handouts

Begin Chapter 9 and Review for Exam #1 (Chp. 7 & 8)

- Flash Cards

- Problems: Application – 9-1, 9-2, 9-3, 9-4, 9-5
- Study Guides (Chapters 7 & 8)
- Review materials

Exam #1 and continue with Chapter 9 problems

- Chapters 7 & 8 Problems due
- **Exam #1 – Chapters 7 & 8**
- Continue with Chapter 9 problems

Week 9

Complete Chapter 9

- Flash Cards
- Homework due: Chapter 9 Terms (all) & Questions (odd) – pp. 196, 203, & 209.
- Complete Chapter 9 problems
- Study Guide #9

Exam #2 – Chapter 9 and Begin Chapter 6, “Cash Control Systems”

- Chapter 9 Problems due
- **Exam #2 – Chapter 9**
- Begin Chapter 6
- Problems: Application – 6-1, 6-2, 6-3, 6-4, 6-5

Continue with Chapter 6 problems

- Flash Cards
- Homework due: Chapter 6 Terms (all) & Questions (odd) – pp. 124, 129, 134, & 138.
- Complete Chapter 6 problems.
- Study Guide #6

Week 10

Quiz Chapter 6 and Project #1

- Chapter 6 Problems due
- **Quiz #2 – Chapter 6**
- **PROJECT #1 (Exam #3)**
 - **Reinforcement Activity 1 – Parts A & B**
 - **Textbook: pp. 145 – 147; 216**
 - **Working Paper: pp. 117 – 124; 199 – 202**

Project 1

- Flash Cards
- **PROJECT #1 (Exam #3)**
 - **Reinforcement Activity 1 – Parts A & B**
 - **Textbook: pp. 145 – 147; 216**
 - **Working Paper: pp. 117 – 124; 199 – 202**

Project 1

- Flash Cards
- **PROJECT #1 (Exam #3)**

- **Reinforcement Activity 1 – Parts A & B**
 - **Textbook: pp. 145 – 147; 216**
 - **Working Paper: pp. 117 – 124; 199 – 202**

Week 11

Review for Unit #2 Exam

- Flash Cards
- Practice Test(s)

Unit #2 Exam – Chapters 6 – 9.

- **Unit Exam #2 (SW Test)**

PROJECT #1 due today

UNIT #3: Essential Questions:

- (1) What are Subsidiary Ledgers?
- (2) How do Controlling Accounts and Subsidiary Ledgers perform a form of Checks and Balances?
- (3) How does a Merchandising Business determine the value of its merchandise and update the asset's value?
- (4) How do we decide which transactions are recorded in which of the Special Journals?

Week 12

Begin Chapter 10, “Journalizing Purchases and Cash Payments Using Special Journals

- Flash Cards
- Problems: Application – 10-1, 10-2, 10-3, 10-4, 10-5

Complete Chapter 10 and Begin Chapter 11

- Flash Cards
- Complete Chapter 10 problems
- Chapter 11 Problems: Application – 11-1, 11-2, 11-3, 11-4

Complete Chapter 11

- Homework due: Chp. 10 Terms (all) & Questions (odd) – pp. 228, 233, 239, & 243.
- Complete Chapter 11 problems

3rd Six Weeks:

Week 13

Review for Chapter 10 & 11 exam

- Flash Cards
- Homework due: Chp. 11 Terms (all) & Questions (odd) – pp. 258 & 264.
- Study Guides #10 and 11
- Complete problems for Chapters 10 and 11.

Exam #1 and Begin Chapter 12

- Flash Cards
- Chapters 10 & 11 Problems due
- **Exam #1 – Chapters 10 & 11.**
- Begin Chapter 12, “Posting to General and Subsidiary Ledgers”
- Chapter 12 Problems: Application – 12-1, 12-2, 12-3, 12-4, 12-5, 12-6, 12-7, 12-8

Continue Chapter 12

- continue Chapter 12 problems

Week 14

Continue Chapter 12

- Flash Cards
- Complete problems from the textbook
- Introduce Control Account/Subsidiary Ledger problems - #1, 2, & 3.

Complete Chapter 12

- Flash Cards
- Homework due: Chp. 12 Terms (all) & Questions (odd) – pp. 277, 282, 286, 290, 295, & 302.
- Complete Control/Subsidiary problems
- **Quiz #1 – Chapters 12 – Control/Subsidiary Problem.**

Review Work Sheet problems (Unit #2)

- Flash Cards
- Teacher created Work Sheet(s)

Week 15

FINAL EXAM

*Course pacing subject to change