

# Accounting I

## 2008-2009

### Course Description:

Accounting I is a one-year course designed to provide students with the knowledge and skills to obtain meaningful employment as an accounting clerk, and the incentive to further their education in the field. This course will expose students to the accounting environment, ethics, and communications.

### Course Rationale:

Businesses of today, and of the future, require that employees have a broad understanding of the business cycle, profits, expenses, and decision making using numbers. This course prepares students for further business study, or for introductory accounting and bookkeeping positions.

### Course Objectives:

1. Identify accounting careers.
2. Apply accounting concepts using accounting forms and software.
3. Complete the accounting cycle for a sole proprietorship.
4. Maintain banking records.
5. Process payroll.
6. Apply concepts to real life by completing an accounting simulation.
7. Demonstrate automated accounting procedures.
8. Complete the accounting cycle for a corporation.

### Materials:

1. Pen
2. Pencil
3. Paper
4. Calculator
5. Ruler

### Grading Scale:

95%-100%	A	73%-76%	C
90%-94%	A-	70%-72%	C-
87%-89%	B+	67%-69%	D+
83%-86%	B	63%-66%	D
80%-82%	B-	60%-62%	D-
77%-79%	C+	Below 60%	F

### Grades:

Daily work is 20% of the student's grade. Tests are 50% of the grade. Projects are 30% of the grade.

### Grading Policy:

1. Late work is not accepted unless the student has been absent.
2. Tests are to be taken on the day announced.
3. A zero on the test is earned by anyone talking during testing.
4. Cheating is not tolerated. Anyone caught cheating receives a 0 for the work and a 5<sup>th</sup> block.  
**Second offense will result in a zero for the semester.**

**Accounting I**  
**2007-2008**

I have read the syllabus for Accounting I and understand the course description, rationale and objectives. I also understand how the class is graded.

\_\_\_\_\_  
Student Signature

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Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date