

# Accounting I

Ms. Bedford

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Accounting is a course designed to give the student a hands-on approach to learning. Throughout each of the lessons discussed, the students will have the opportunity to reinforce the newly acquired material by completing various accounting forms.

Accounting I will be an informative course which will provide valuable information for all students, not only those who will be pursuing a career in the Accounting field. For those who might want to be their own boss, we will be discussing sole proprietorships and partnerships. For those interested in obtaining an entry-level accounting position, this course will give the student the basic knowledge necessary for that position. Other topics that will be discussed are checking accounts and aspects of a merchandising business. We will be creating forms utilizing the Microsoft Excel program. Automated Accounting software may also be used throughout the course. Toward the end of the course we will be completing an Accounting Simulation where the student will be actively involved in the operation of a business.

In order to understand all of the generally accepted Accounting Principles, it is critical that the utmost emphasis is placed on **attendance**. **Accounting is a course which builds upon each lesson previously learned. If you are not here to learn each step along the way, it will be hard to keep up with newly presented material.** You must be dedicated.

## Weighted Grading Scale

### *60% -- Objective Exams*

- a) Exams will be closely related to the Mastery Problem completed at the end of each Chapter. In addition, the exam will include other objective questions.
- b) Since preparation, attitude, and work ethic are essential in all aspects of life, each student is expected to arrive at class **PREPARED** with a great attitude. Each student will have the opportunity to receive a 100% recorded as an exam just for being prepared, responsible, and positive. That means they have the **required materials** to be successful in class (calculator, black/blue pen, pencil, book, workbook, notebook, and ruler), complete all assignments, obtain any missed assignments, make up any tests without my prompting, and participate in class. For lack of preparation or for being irresponsible, the student will have 2 points deducted from 100% and their remaining points will be entered as an exam grade. Participation may help to improve your score or may be the difference in a letter grade.
- c) Exams will be announced at least two days prior to the day of the exam. If you are present on the day of the test announcement, you will be expected to take the test on the regularly scheduled day. You will not be reminded. You are responsible for taking the test within two days.

### *40% -- Additional Assignments*

Contents:

- a) All class work/homework is subject to being graded. When assigned, the class work/homework needs to be completed. The assignment may be collected or checked for completeness. Various assignments may be Chapter Problems; Vocabulary; Questions for Individual Study; or the Mastery Problem.
- b) Quizzes will be given throughout the semester to check knowledge of material. **NOT ALL QUIZZES WILL BE ANNOUNCED.**