ACCOUNTING - "The Language of Business"

***What do you see yourself doing in ten years?*** Are you a travel agent, a comedian, a disk jockey, a physician, a lawyer, a mechanic, a real estate broker, a small business owner, a custodian, a professional athlete, a farmer, an electrician, a veterinarian, a social worker, a policeman, a plumber, an accountant, etc. Whatever your career path, accounting knowledge is invaluable personally and professionally. If you plan to be a business major in college, high school accounting will benefit you in preparation for your college accounting coursework.

**Accounting I** is designed to introduce you to the financial functions associated with businesses such as:

Keeping track of cash and other valuables

Determining whether the business has earned a profit or suffered a loss

Paying business debt

Determining payroll for employees

## **Semester 1 Semester 2**

🞄 Accounting Introduction/Careers 🞄 Payroll Liabilities and Tax Records

🞄 Business Transactions and the Accounting Equation 🞄 Accounting for a Merchandising Corp.

🞄 Revenue and Expenses 🞄 Ten-Column worksheet

🞄 Journalizing and Posting 🞄 Merchandise Inventory

🞄 Financial Statements and worksheet s 🞄 Adjusting Entries

🞄 Closing Entries 🞄 Petty Cash and Change Funds

🞄 Banking Procedures 🞄 Plant Assets and Depreciation

🞄 Payroll Accounting 🞄 Uncollectible Accounts/Bad Debts

**Materials to bring to class daily**: • *Cengage Access* • *Google Classroom*

•  *Calculator* • *Pen or Pencil*

**Daily work**: You will have daily assignments/homework. *Unless* *otherwise specified, all assignments are due at the beginning of class the day it is due. Of course, you are expected to be on time for class*. Classroom assignments and tests will use the grading scale shown below:

**Grading Categories - Graded with total points**

Daily work (homework assignments, projects)

Tests

|  |  |
| --- | --- |
| **93.5 above** | **A** |
| **89.5 - 93.4** | **A-** |
| **86.5 - 89.4** | **B+** |
| **82.5 - 86.4** | **B** |
| **79.5 - 82.4** | **B-** |
| **76.5 - 79.4** | **C+** |
| **72.5 - 76.4** | **C** |
| **69.5 - 72.4** | **C-** |
| **66.5 - 69.4** | **D+** |
| **62.5 - 66.4** | **D** |
| **59.5 - 62.4** | **D-** |
| **59.4 below** | **F** |

**Tests and Quizzes**: There will be a test and/or quiz on each chapter. ***Semester exams will be 20% of your semester grade.***

**My VIRTUAL Classroom Rules**

**Be Respectful**

* Keep your cell phone away and stay off the Internet unless instructed otherwise
* Use the CHAT feature to raise your hand
* Keep your camera on during our sessions – this helps me
* **Mute your microphone right away**
* **You cannot do our online virtual classes via phone – refer back to Principal Lundquist podcast that touches on that point**

**Be Responsible**

* Turn in work on time
* Bring all required materials to our online sessions
* Do your own work

**Be Ready**

* Be on time to class
* Participate in classroom discussions
* Pay attention and ask questions

**Be Safe**

* Stay in one location if possible – helps avoid distractions

Also…

I want you to be successful and earn a high grade in this class! If you do not understand how to do something you need to ASK. You can ask questions during our daily touchpoints or send me an email during the school day.