**Riverwood International Charter High School**

**Principles of Accounting I**

**Course Syllabus**

**Course Instructor:**

 Ms. Carolyn E. Smith, Ed.S

 (404) 847-1980

 Room: 809

 Email: Smithce@fultonschools.org

**Course Description:**

 Accounting I is the first/second course in the Finance Career Cluster.

 This course is a skill-level course that is of value to all students pursuing a

 strong background in business, marketing, and management. Using

 financial information, students will learn how to make decisions about

 planning, organizing, and allocating resources using accounting procedures.

 Performing accounting activities for sole proprietorships and corporations

 following Generally-Accepted Accounting Procedures are included in the

 course. Students will analyze business transactions, financial statements,

 and evaluate the effects of transactions on the economic health of a business.

Various methods of teaching will be used to expose students to the

resources available when learning the language of business.

 skills are integrated into activities, tasks, and projects throughout the course

 standards to demonstrate the skills required by business and industry.

 Competencies in the co-curricular students organization, Future Business

Leaders of America (FBLA), are integral components of the employability

 skills standard for the course.

**FBLA:** The development of positive personal qualities and leadership is a vital

component in career success. In this course, that development is achieved through a variety of methods, which include Future Business Leaders of America (FBLA). FBLA is one of the largest student organizations in the nation. FBLA is co-curricula which re-enforces the standards of this course. FBLA provides career and leadership development through peer interactions, adult mentoring, and competitions based on knowledge and skills learned in the classroom. All students in this course are required to join FBLA.

**Course Standards:**

PA1-1 Demonstrate employability skills required by business and industry.

PA1-2 Analyze and evaluate the role that accountants play in business and society.

PA1-3 Utilize career-planning concepts, tools and strategies to explore, obtain

 and/or consider an accounting career.

PA1-4 Demonstrate and understanding by applying the steps of the accounting

cycle to prepare financial statements for proprietors and corporations.

PA1-5 Apply generally-accepted accounting principles (GAAP) and explain how

 the application of GAAP impacts the recording of financial transactions,

 and the preparation of financial statements.

PA1-6 Demonstrate an understanding and working knowledge of the preparation

 of financial statements.

PA1-7 Analyze the financial condition and operation results of a business for

 informed decision making.

PA1-8 Evaluate and determine suitable internal accounting controls to ensure the

 safe guarding of assets.

PA1-9 Summarize payroll procedures in order to calculate, record, and distribute

 Payroll earnings and relate tax liabilities.

PA1-10 Explore how related student organizations are integral parts of career and

 technology education courses through leadership development, school and

 community service projects, entrepreneurship development,

 and competitive events.

**Course Objectives:**

* Introduce and explore the accounting cycle for a service and merchandising business.
* Define accounting terms related to a sole proprietorship and partnership business.
* Use T accounts to analyze transactions and learn the concept of debit and credit.
* Analyze and record business transactions.
* Prepare financial statements.
* Incorporate a variety of accounting activities into learning.
* Explore educational requirements and opportunities for accounting related careers.

**Text:**

Textbook: Century 21 Accounting 2000, South-Western Publishing Co., Working Papers, and Study Guide. Replacement costs are $39.25, $17.25, and $11.00 respectively.

**Grading:**

Grades will be based on objective and application problem tests, vocabulary quizzes, end-of-chapter questions, daily work, participation, and reinforcement activities. All assignments will have a specific due date. It the student’s responsibility to make arrangements to obtain class notes and make up missed

work. Students have two class periods to make up any missed assignments. I will not ask any student about missed assignments. MAKE UP WORK IS THE RESPONSIBILITY OF THE STUDENT. Any missed assignment that is not made up within the two class periods of the due date will be recorded as a zero (0).

Grades will be weighted as follows:

 Daily Assignments/Projects (45%) – Daily assignments consist of class

 activities, class participation and class projects. Projects that pertain to

 work being done in groups, or as individuals, will be graded on the ability

 of the student to work with team members, and the completion and quality

 of the project.

 Major Tests (30%) – Major Tests will be in written and application problem

 form. Written tests will be based on notes and information covered in class

 by the instructor. Application problem tests will consists of performing

 transactions and solving related situations.

 Final Exam (15%) – The Final Exam will consist of a comprehensive exam

 given at the end of the semester.

 Quizzes and /Business Ethics (10%) – Students are expected to be prepared.

 Students are expected to follow all classroom procedures at all times. These

 procedures were specifically designed to prepare students for a professional

 atmosphere. Students are expected to develop and maintain time

 management, planning and organization skills, and communication skills.

## Expectations

Students are expected to follow all school rules and to have an understanding of the Student-Parent Handbook outlining school policies and procedures.

All students are expected to follow these procedures in my classroom at all times:

1. Be in your seat and ready for learning when the tardy bell rings.
2. Be prepared for class-notebook, textbook, workbook, calculator, pencil, and papers are mandatory.
3. Attend class regularly.
4. Respect the teacher, your classmates, the classroom, and yourself.
5. Refrain from eating, drinking or chewing gum in the classroom. (Water bottles are allowed)
6. Use your work and your work **ONLY**. Consequences will result from cheating.
7. The Internet is for educational purposes only. Privileges can be taken away
8. Take care of personal restroom needs prior to class.

## Honors Code Violation Policy

An honor violation is defined as giving or receiving any information related to a graded experience, either inside or outside of class. Students guilty of an honor violation in my class will receive a grade of a zero (0) on the assignment or test. Additionally, an honor violation form will be submitted to the principal and will be on file in the counseling office. Parents will also be contacted and informed of the honor code violation. Membership in honor organizations is jeopardized as a result of honor code violations.

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**Let’s make this a great year!**