



Union Star R-II • 2021-2022

Office Phone: 816-593-2294

Teacher: Mrs. Whorton

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Class: Accounting I

Introduction:

Welcome to Accounting I! I am happy to have you in my class this year. We are going to learn a lot but have some fun too! Each and every one of you are important to me and I look forward to getting to know you better. My planning period is 2nd hour and you are welcome to stop by and see me then, however, my door is always open to you in an emergency! You are welcome to email me with questions or concerns and I'll get back with you as soon as I can. If you need extra help, let me know and we can work out a plan to get you up to speed. We are going to have a great year at Union Star!

Course Description: Accounting I is a full-year course designed to provide an understanding of the principles and procedures of accounting using both manual and electronic methods. Hands-on computer activities will be required. Upon completion of this course, students should be able to handle the daily recording and financial activities of the typical small or medium-sized business. The college-bound student will be better prepared for future study in accounting. Daily homework is required.

Materials:

1 - 3 Ring Binder	Pencil
1 – Wide Ruled Spiral Notebook Paper	Calculator

Course Objectives:

- Analyze transactions into debit and credit parts.
- Prepare and analyze financial statements—balance sheet and income statement.
- Post from a journal to general and subsidiary ledgers.
- Prepare payroll records and checks.
- Input data forms using computer accounting software.

Course Outline:**Unit 1: Accounting for a Service Business Organized as a Proprietorship**

- Starting A Proprietorship: Changes that Affect the Accounting Equation
- Analyzing Transactions into Debit and Credit Parts
- Journalizing Transactions
- Posting to a General Ledger
- Cash Control Systems
- Worksheet for a Service Business
- Financial Statements for a Proprietorship
- Recording, Adjusting and Closing Business Entries for a Service Business

Unit 2: Accounting for a Merchandising Business Organized as a Corporation

- Accounting for Purchases and Cash Payments
- Accounting for Sales and Cash Receipts
- Accounting for Transactions Using a General Journal
- Preparing Payroll Records
- Accounting for Payroll and Payroll Taxes
- Accounting for Uncollectable Accounts Receivable
- Preparing Adjusting Entries and a Trial Balance
- Financial Statements and Closing Entries for a Corporation

Unit 3: Accounting for a Merchandising Business Organized as a Corporation- Adjustments and Valuation

- Acquiring Capital for Growth and Development
- Accounting for Plant Assets, Depreciation, and Intangible Assets
- Accounting for Inventory
- Accounting for Accruals, Deferrals, and Reversing Entries
- End-Of-Fiscal-Period Work for a Corporation

Unit 4: Additional Accounting Procedures

- Accounting for Partnerships
- Recording International and Internet Sales

Grading Scale:

Grading Scale follows that of the district. See High School Handbook for Grading Scale.

For full credit assignments are due on the date instructed.

- One day late: 10% Deduction
- Two days late: 25% Deduction
- Three days late: 50% Deduction
- Four days late: Zero Points

Classroom Rules

1. Cell phones must stay in backpack unless otherwise instructed.
2. Come to class prepared, on time, and with a positive attitude.
3. All students must be in their assigned seats working on bell ringer within 5 minutes of bell.
4. Students must keep talking to a minimum until roll is called.
5. All homework must be completed on time and turned in to the appropriate basket at the beginning of each class period.
6. All assignments must include your name and class period.
7. Students must come to class with all needed supplies.
8. Actively listen and pay attention.
9. All classroom equipment must be handled properly and carefully – treat it like you bought it!
10. Follow Union Star student handbook rules for academic integrity – cheating will not be tolerated.
11. Take responsibility for yourself and your education.
12. Be respectful, tolerant, and compassionate towards others.
13. Participate, participate, participate!
14. Be ready to learn and have some fun!

Classroom Procedures

1. Entering the classroom – turn in homework, log-on and start bell ringer.
2. During class – you must ask me before you leave class for any reason.
3. End of class – Log off computer, clean up your work area, throw away any trash and take your belongings with you. Do not leave the doorway until the bell rings.