

Accounting 1 & 2

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This sheet will help to explain the course and what is expected of you. Be sure to ask questions if there is anything you do not understand.

COURSE DESCRIPTION

Accounting is designed to give people a comprehensive understanding of business operations through the use of accounting principles. It provides the financial foundation necessary for employees in a variety of business occupations. Students will learn how to analyze transactions, journalize entries, and prepare financial reports in three different forms of ownership.

Accounting is the language of business. Accounting serves people in business and in their personal lives. Accounting helps people understand business in their careers and in their personal lives. Managers and owners use accounting information as the basis for making business decisions. Accurate accounting records contribute to a business' success and help to avoid failure and bankruptcy. Aligns to the Iowa Core Curriculum.

WHAT ARE WE GOING TO DO IN THIS CLASS?

Topics to be covered

1. The Accounting Equation
2. Preparing a Balance Sheet
3. Using T Accounts
4. Journalizing Transactions
5. Posting from a General Journal to a General Ledger
6. Preparing a Bank Reconciliation
7. Creating a Work Sheet
8. Preparing an Income Statement
9. Recording Adjusting and Closing Entries
10. Journalizing Purchases and Cash Payment Journals
11. Journalizing Sales and Cash Receipts Journals
12. Posting to General and Subsidiary Ledgers
13. Preparing Payroll Time Cards
14. Recording a Payroll
15. Completing 8-Column Worksheet
16. Preparing Financial Statements
17. Recording Adjusting Entries and Closing Entries for Partnership
18. Recording Purchases and Cash Payments for Corporation
19. Recording Sales and Cash Receipts for Corporation
20. Estimating and Recording Uncollectible Accounts Expense
21. Buying Plant Assets and Paying Property Tax
22. Estimating Inventory for Corporation
23. Completing Promissory Notes
24. Accounting for Accrued Revenue and Expenses
25. Distributing Dividends
26. Completing Reversing Entries

SUPPLIES

Textbook – Accounting General Journal, by Ross, Gilbertson, Lehman, Hanson, copyright 2000
Calculator, Notebook, Pencil with an eraser.

INSTRUCTIONAL STRATEGIES

Instructional strategies that will be used in this course, but are not limited to are: direct instruction, active participation, presentation, cooperative learning, probing questions, questioning strategies, student projects, technology, note taking, modeling.

ASSESSMENTS & GRADING

Your grade will be based on the following using total points:

Tests – Tests will be announced in advance. We will cover two chapters in the book. Take the tests seriously and do a good job on the tests.

Homework – Most homework assignments will be graded from your Accounting Workbook.

Grading Scale:

93.0 – 100%	A	83.0 – 86.99	B	73.0 – 76.99	C	63.0 – 66.99	D
90.0 – 92.99	A-	80.0 – 82.99	B-	72.99 – 70.0	C-	60.0 – 62.99	D-
87.0 – 89.90	B+	77.0 – 79.99	C+	67.0 – 69.99	D+	Below 60%	F

ABSENCES

If you miss class FOR ANY REASON it is your responsibility to get the assignment. Test will be made up within two days. Try not to miss class. Most people find it difficult to make up Accounting. Problems with absences (excused or unexcused) or tardies will be handled according to the Senior High School attendance policy.

GETTING HELP

Working together is strongly encouraged. (Copying is not.) You will find you learn a lot more from each other. If you are having trouble with ACCOUNTING you need to get help IMMEDIATELY. I will be available before school most days. My prep period is 1st hour and I am available that time most days.

BEHAVIOR EXPECTATIONS

I expect you to behave as the responsible students that you are. Should a problem arise I may contact your parents and/or pursue assistance from the office. CHEATING on anything in this class will not be tolerated. Consequences may include, but are not limited to, a score of zero on the work, contacting your parents and/or Assistant Principal, or an F in the course.

COMMUNICATION

The best way to contact me with any questions or concerns is via email (weimers@dbqschools.org). You may also reach me by phone at 552-5541. Messages left will be returned as soon as possible. I also update Powerschool after every test or assignment we take within a day or two of the assessment.