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| Washington Community High School  Accounting I  Syllabus |
| Instructor: Mrs. Mose  Classroom: B7  Planning Period: 3rd hour  Email address: [mlmose@wacohi.net](mailto:mlmose@wacohi.net) |
| 1. Course Information   Grade level: 10-12  Length of course: 1 year |
| 1. Course Description   This course is beneficial for all students considering a career in business, accounting, marketing, and/or management. Instruction includes planning, recording, analyzing, and interpreting financial information in order to assist in the decision-making process of any business. In addition to stressing basic fundamentals and terminology of accounting, instruction will provide understanding of the preparation of journals, ledgers, and financial reports. Practice sets with actual business papers will be used to simulate business procedures. |
| 1. Text and Required Supplies   Textbook: EMC Comprehensive Accounting  Workbook: EMC Accounting Study Guide and Working Papers  Supplies: Calculator, notebook, pencils |
| 1. Semester Grading Plan   50% Assignments  50% Tests/Quizzes |
| 1. WCHS Grading Scale   A: 90-100  B: 80-89  C. 70-79  D: 60-69  F: <60 |
| 1. Expectations 2. *Be prepared* – bring all necessary materials for the day 3. *Be respectful* of peers, teacher, and classroom 4. *Be responsible* for turning in work when due and in the case of absences 5. *Be positive* – encourage others and display a passion for learning (no whining allowed) 6. *Be a good listener* – follow directions and listen the 1st time instructions are given 7. *Be aware* of school & classroom rules/policies (see classroom, BYOD procedures and school handbook) |
| 1. Tentative Schedule   1st semester: Chapters 1-6  [Chapter 1 The Nature of Accounting](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7117)  [Chapter 2 Recording Business Transactions](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7118)  [Chapter 3 Starting the Accounting Cycle for a Service Business](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7119)  [Chapter 4 Statements, and Adjusting Entries](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7120)  [Chapter 5 Closing Entries and the Post-Closing Trial Balance](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7121)  [Chapter 6 Internal Control and Accounting for Cash](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7122)  Comprehensive Review Problem using Excel  Accounting in the real world presentations  2nd semester: Chapters 7-12 and accounting simulation  [Chapter 7 Purchases and Cash Payments](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7125)  [Chapter 8 Sales and Cash Receipts](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7126)  [Chapter 9 Work Sheet and Adjustments for a Merchandising Busine](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7128)ss  [Chapter 10 Financial Statements and Closing Entries](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7131)  [Chapter 11 Employee Earnings and Deductions](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7132)  [Chapter 12 Accounting for Payroll: Employer Taxes and Reports](http://www.emcp.com/electronic_resource_centers/listonline.php?GroupID=7133)  Columbia River Computers Acctg Simulation  Field trip to local business |