

NNHS Accounting 1 Syllabus

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Mission

To educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors.

Course Description

A recent survey given to college students asking the course they wished they had taken in high school showed the most frequent response to be Accounting. Accounting is also one of the biggest areas of growth in the job market. Students planning to operate their own business or major in business in college will find this course a must. This course utilizes Spreadsheet software as students learn how to work with journals, ledgers, balance sheets, and income statements. Accounting is an important course that will prepare you for a job, give you a solid background for any business study in college, and provide you with an understanding of how financial decisions are made.

Course Objectives:

Upon completion of this course, the student will be able to:

- Classify accounts using correct terminology.
- Manually journalize and post transactions for service and retail sole-proprietorships, partnerships, and corporations using Excel software.
- Prepare end of the period financial reports including: Income Statements, Balance Sheets, and Capital Statements.
- Explain the accounting equation and the accounting cycle.
- Use financial language necessary to discuss the financial position of a company.
- Demonstrate the basics of accounting for a sole-proprietorship, partnerships, and corporations.
- Value desirable character traits and work habits that are required for success in postsecondary education and the work world.
- Value business training and experiences as sources of personal satisfaction and growth.

Semester Grade Calculations for 1st and 2nd Semesters

- Knowledge of business concepts and terminology: 50%
 - 10% Formative
 - 90% Summative
- Journalize & create worksheets & financials to support decisions: 50%
 - 10% Formative
 - 90% Summative

Final Exam:

15% of Semester Grade

Grading Disbursement:

A= 90-100 B= 80-89 C= 70-79 D=60-69 F= <59

Reassessment Policy

Retake Policy (retakes are only on summative work, excluding final exams):

- Students are only allowed retakes on assessments which they receive a 79% or below.
- The maximum grade the student can get on the retake is an 80%.
- The higher of the two scores will be entered in Infinite Campus.
- The retake times and locations are left up to the individual teacher.
- Students are required to meet with the teacher to determine additional practice to be completed before reassessment.

Communication

- Teachers make every effort to respond to emails and phone calls within 48 hours during the workweek.
- The best way to communicate with teachers is through email; however, if you haven't received a response in 48 hours, please resend the email or call their voicemail. Your email may have been filtered.

Parents and Guardians

- Please actively check Infinite Campus for your student's progress in the course
 - Infinite Campus is a communication tool until final grade is posted.
- Please contact the teacher if there are questions or concerns about your student's learning and progress in the course

Academic Integrity: Acts of academic dishonesty compromise core values and undermines the process by which knowledge is created, shared, and evaluated. Consequently, when evidence of cheating or plagiarism exists, the assignment will receive no credit and your dean will be contacted as well as your parents.

Friendly Reminders!

Instructional Methods:

This course is a combination of demonstrative instruction, collaborative learning, and individual practice. Assignments should be completed individually, with some exceptions which will be defined. The business simulations may be worked on with a partner.

This class is taught completely in Excel, with some integration of Google Sheets for work at home. Students are expected to use Excel for all work and quizzes as students explore the automated accounting process.

Class Expectations:

1. Good attendance is essential, as it is in the business world. In general, students spend a significant portion of each class period working and learning. Any assigned work not completed in class, should be finished on your own time.
2. Please come to class prepared, with your Chromebook charged.
3. Please keep up with assignments and seek help from your teacher if needed. If you are absent, please check Canvas for the Daily Lesson in the Slide Deck and also the Canvas Assignments, which will have due dates noted.