

# Accounting I

Mrs. Misiewicz

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**Course Description:** This course gives students a basic foundation for accounting concepts. The students learn how to analyze and record day-to-day business transactions in journals and posting to ledgers. The preparation of financial reports, taxation, banking, and payrolls are covered in this course.

## Required Materials:

Textbook and Workbooks, Notebook, Calculator, & Pencils.

## Scope

Accounting Careers  
Starting an Accounting System  
Analyzing and Journalizing Transactions  
Posting to a General Ledger  
Worksheets for a Financial Business  
Financial Statements  
Adjusting and Closing Entries  
Journalizing using Special Journals  
Posting to General and Subsidiary Ledgers  
Payroll records

**Assessment:** Homework 15%      Quizzes 25%      Tests 60%

## Policies and Expectations

1. Be on time for class.
2. No pens allowed in workbooks or tests. Use of one will result in a zero for the assignment. No exceptions!
3. Be prepared for class. Hand in all assignments on time. Since we review in class, there will be no credit given for late work.
4. It is your responsibility to get all missed assignments, due dates, and class notes. You are not excused if you come to school late or leave early.
5. You will have as many days to make up work as you have been excused for your absence. ALL makeup work must be turned in.
6. All assignments must have proper heading: Name, Date, and Assignment Name or no credit will be given.
7. Missed tests or quizzes must be made up the day you return to school, unless you have missed two or more consecutive days.