**Accounting I**

Billings West High School

Course Syllabus

Instructor: Mrs. Bogunovich Grade Level: 10-12

Classroom: 167 Course Duration: 1 Semester

Office: 167 Prerequisites: None

Phone: 406-281-5667 Credit: ½ Practical Arts

Email: [bogunovichn@billingsschools.org](mailto:bogunovichn@billingsschools.org)

Website:

**Course Description**

Accounting 1 covers the personal uses of accounting, the role ethics play in business and preparation for entry into the business field or into any advanced business education. Accounting provides an understanding of the principles of the accounting cycle ranging from the analyses and recording of business transactions to the preparation and interpretation of financial statements and supporting data. The course will expose and provide opportunities to use a variety of common accounting forms, including computerized accounting. Students will work through the opening and closing of books that are related to a small individual service business and a corporation set up as a merchandising business.

**Course Content/Student Objectives**

The goal of the course is to help the student gain an understanding of accounting concepts, methods and definitions. This course will also help you succeed in Accounting II and give you a basic understanding of the accounting process and how they apply to your life.

**Learning Materials and Resources**

* Century 21 Accounting textbook
* Century 21 Accounting Workbook and Interactive Spreadsheets (Microsoft Excel)
* Edmodo
* AICPA Website

*Organization is important to be successful in both college and in the business world.*

*It will also help you succeed in this class ☺*

**Grading**

Points will be earned and grades based on:

Grading Scale:

Work Ethic/Participation (prep/practice) 25% A=90%+

Assignments/Projects (formative) 40% B=80%+

Exams (summative) 35% C=70%+

D=60%+

F=Below 60%

## **The Road to Success….**

Arrival to Class

* Be in your seat when the bell rings and have all material at your desk (workbook, folder, and book).

Assignments

* It is essential to your academic success to complete all assignments.
* Every assignment must be turned into Edmodo or the basket by the assigned due date
* Work missed because of absences will be due within two days after the student returns to school. Student is responsible for finding out what is missed (see Mrs. Bogunovich’s Website).
* Assignments must be turned in on the date indicated to receive full credit (10% off per day late).
* Makeup work for quizzes and exams will take place by appointment with the teacher either before or after school. Classroom time will not be used for any makeup quizzes or exams.

Be Prepared

* Bring your materials and pencil to class every day.

Manners

* Raise your hand if you have a question.
* Respect the teacher, as well as everyone around you.

Cheating

* Zero tolerance. When caught, an automatic zero! This includes copying, pasting, using other people’ work or working in pairs when group work has not been designated.

Cell Phones/iPods/MP3 Players

School policy applies to the use of these electronic devices. You are NOT allowed to have any of these out during instruction time. The teacher will decide when the appropriate time of their use. If you have an iPhone or any other smart phone, please put your phone on airplane mode if you are using it to listen to music during the allowed class time. Your phone will be taken and placed in the “Phone Prison” until the end of class if you are caught using it for texting or any other type of messaging.

I have read the course syllabus and road to success for Accounting 1 and I understand the expectations, grading, and requirements for this course.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_