

**Benilde–St. Margaret’s High School**  
**Accounting I**  
**2022-2023 Course Syllabus**

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Text: Century 21 Accounting 11e  
Century 21 Accounting 11e – Working Papers (online)

**Course Description:**

This course will provide a realistic approach to learning integrated accounting principles and methods. The class covers the complete accounting cycle including analyzing transactions, journalizing, posting, petty cash, financial statements, and adjusting/closing entries for a service business run as a sole proprietorship. Students will have extensive training in accounting theory (the why) and accounting procedures (the how). Students will receive thorough instruction in accounting terminology and financial statement analysis. Students will be prepared for Accounting II offered second semester each school year and have an entry-level understanding of some college-level accounting.

**Expected Student Results:**

At the end of the course, the student will be expected to:

1. Define and apply the accounting equation throughout the accounting cycle.
2. Explain the concept and uses of the double-entry accounting method.
3. Demonstrate the accounting cycle in a sole proprietorship.
4. Apply basic accounting principles to publicly traded companies and analyze their financial statements (income statement, balance sheet, statement of cash flows).
5. Recognize examples of accounting fraud, how it occurred, and what legal and ethical steps should be taken to avoid accounting issues.

**Classroom Workflow:**

1. New material will be introduced through note taking.
2. Class will work together, guided by the instructor, on example problems.
3. Work time will be provided to complete assignments in class. If students are on task, there should not be a need for homework.
4. Each chapter's assignment is due before taking the test. Working paper assignments are turned in online via the Mindtap portal.
5. Test dates and assignments are posted on the accounting board in class and on the Powerschool accounting calendar.

**Classroom Expectations and Rules:**

1. Respectfulness – Be respectful to the class, other students, the instructor, the classroom and materials.
2. Tardies will be given if the student is not sitting in their seat *and* ready to learn at the beginning of class. This includes if BSM or classroom policy is not being followed (examples: arriving late to class, cell phone not housed properly, backpack brought to class, headphones in, hat or hoodie on, unauthorized use of laptop, general disruptiveness, student off task, sleeping, leaving a mess, playing video games, not sitting in assigned seat). The same behaviors will result in a write-up if it occurs after the beginning of class.
3. Late Work – All assignments must be completed and handed in on time. Up to 15% of an assignment can be deducted if turned in late before the test. Furthermore, 30% of an assignment can be deducted if turned in late after the test. Late work is not accepted after the end of the quarter or semester. Some work is considered “class work” where the teacher gives students a specific period of time to complete the assignment. If the student does not complete the assignment during this period of time, the student can receive a “0” for being off-task in class. Make-up assignments and tests will be completed within two days of your return to class.
4. Test retakes are allowed. Student needs to have turned in all missing assignments from the chapter before retaking a test. The student needs to print out, complete, and physically turn in the “Test Retake” form (found online on Powerschool) to retake a test. Students need to retake tests within five days of getting their test back. Students may not retake multiple tests at the end of the semester or any tests after taking the final.
5. Students are not authorized to use their laptop unless directed by the instructor. Laptops are to remain closed until the instructor communicates that students may open their laptops. Students who want to use their accommodation to take notes with their

computer need to communicate that with the instructor at the beginning of the semester. Seating will be rearranged to minimize potential for classroom distraction.

6. Headphones should never be in, except during work time.
7. Cell phones are prohibited in the classroom and are not to be used as calculators. The student is responsible for bringing an appropriate calculator.
8. Smartwatches are prohibited.
9. Students are required to work on Accounting assignments during work time. The only exception is if the student has completed and turned in all accounting work.
10. All assignments must be completed individually unless specifically assigned as a group assignment. **Turning in someone else's work is always considered cheating and will result in an automatic "0" on the assignment and a write-up to your dean.** Sharing your work with another student is also considered cheating and will result in the same consequences. If caught cheating on an assignment, previously turned in assignments will be re-examined to determine if they were legitimately turned in and if previous assignments will also be counted as "0's".
11. Only students who have an accommodation can take a test in an alternative setting. Students who want to use their accommodation need to communicate their intent to do so the class *before* the test.
12. This class follows all the rules of the BSM student handbook. Consult the handbook for specific policy questions.

### Grading Scale:

A	93 – 100%	B+	87 – 89%	C+	77 – 79%	D+	67 – 69%
A-	90 – 92%	B	84 – 86%	C	74 – 76%	D	64 – 66%
		B-	80 – 83%	C-	70 – 73%	D-	60 – 63%
				F	0 – 59		

### Evaluation:

Components included in your grade are as follows:

- Formative Assessments (assignments) 40%
- Summative Assessments (tests, final). 60%

## **Course Guide:**

### **Ch. 1 – Starting a Proprietorship: Changes That Affect the Accounting Equation**

1. Accounting in Action
2. How Business Activities Change the Accounting Equation
3. How Transactions Change Owner's Equity in an Accounting Equation

### **Ch. 2 – Analyzing Transactions into Debit and Credit Parts**

- 2-1 Using T Accounts
- 2-2 Analyzing How Transactions Affect Accounts
- 2-3 Analyzing How Transactions Affect Owner's Equity Accounts

### **Ch. 3 – Journalizing Transactions**

- 3-1 Recording Transactions and the General Journal
- 3-2 Transactions Affecting Prepaid Insurance and Supplies
- 3-3 Transactions Affecting Owner's Equity and Asset Accounts
- 3-4 Starting a New Journal Page

### **Ch. 4 – Posting to a General Ledger**

- 4-1 Using Accounts and Preparing and Maintaining a Chart of Accounts
- 4-2 Posting from a General Journal to a General Ledger and Proving Cash
- 4-3 Journalizing Correcting Entries and Correcting Posting Errors

### **Ch. 5 – Cash Control Systems**

- 5-1 Checking Accounts
- 5-2 Bank Reconciliation
- 5-3 Dishonored Checks and Electronic Banking
- 5-4 Petty Cash

### **Ch. 6 – Work Sheet and Adjusting Entries for a Service Business**

- 6-1 Creating a Work Sheet
- 6-2 Planning Adjusting Entries on a Work Sheet
- 6-3 Completing the Work Sheet and Finding Errors on a Work Sheet
- 6-4 Journalizing and Posting Adjusting Entries

### **Ch. 7 – Financial Statements for a Proprietorship**

- 7-1 Preparing an Income Statement
- 7-2 Preparing a Statement of Owner's Equity and a Balance Sheet

### **Ch. 8 – Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business**

- 8-1 Recording Closing Entries
- 8-2 Preparing a Post-Closing Trial Balance