

2007-2008 SCHOOL YEAR
5TH 6 WEEKS
ACCOUNTING 1 OUTLINE*

FEBRUARY

Monday 18 No School	Tuesday 19 Cycle One Test A	Wednesday 20 Define Unit 2 Terms and Concepts	Thursday 21 Chapter 9 Study Guide	Friday 22 Journalize Purchases on Account 9-1
Monday 25 9-1 Continued HW 9.1 Application	Tuesday 26 9.1 Quiz Journalize Cash payments 9.2 HW. 9.2 application	Wednesday 27 9.2 Quiz Performing Additional Cash Payments 9.3	Thursday 28 9.3 Cont HW: 9.3 & 9.4 Application	Friday 29 9.3 Quiz Journalize other transactions in General Journal 9.4

MARCH

Monday 3 9.4 continued	Tuesday 4 Review for Chapter 9 Test & Last day for Chapt. 9 Make-up Work	Wednesday 5 Chapter 9 Test	Thursday 6 Chapt. 10 Study Guide	Friday 7 Journalize Sales and Cash Receipts 10-1 Half Day
Monday 10 Cont. 10-1 HW 10-1 Application	Tuesday 11 10.1 Quiz Journalize Cash Receipts using a Cash Receipts Journal 10-2	Wednesday 12 10.2 Quiz Recording Transactions Using a General Journal	Thursday 13 10.3 Quiz Chapter 10 Mastery Problem	Friday 14 Chapter 10 due Test 5 th & 7 th Period Portfolios due
Monday 17 Spring g	Tuesday 18 Spring g	Wednesday 19 Spring g	Thursday 20 Spr i ng	Friday 21 Spring g

Break	Break	Break	Break	Break
-------	-------	-------	-------	-------

Monday 24 Spring Break	Tuesday 25 <i>2nd & 3rd Period Portfolio due</i> <i>Chapter 10 Make-up Test</i> <i>Posting to an Accounts Payable Ledger 11.1</i>	Wednesday 26 11.1 Quiz Posting to an Accounts Receivable Ledger 11.2 HW: 11.2 Application	Thursday 27 Posting from Journals to General Ledgers 11.3 HW: 11.3 Application	Friday 28 11.3 Quiz Posting Special Journals to a General Ledger 11-4 HW: 11.4
---	---	--	---	--

April

Monday 31 11.4 Quiz Correcting Errors in Subsidiary Ledgers 11.5	Tuesday 1 Review for Chapter 11 Test	Wednesday 2 Chapter 11 Test	Thursday 3 Define concepts and terms Related to Preparing Payroll Records	Friday 4 Prepare Payroll Time Cards 12.1 HW: 12.1 Applications
---	---	--	--	---

***Dates and topics subject to change.**

STUDENT MATERIALS NEEDED

Notebook (Binder) with dividers, Paper, Writing Utensils, Packet of Lesson Materials

MAKE-UP WORK

Since most work is done using in-house, computer-based software, students needing to complete make-up work will need to stay after school to make-up assignments. *They will need to do this **within 5 school days** so they will not get too far behind. We do something new every day.*

Students must finish work as assigned. Students will not be allowed to make-up an assignment if he or she is in class and fails to complete that assignment because of excessive talking, sleeping, or other nonproductive behavior.

TEACHER/STUDENT PROCEDURES

- ✿ Students will come in each day and begin Bellwork as soon as the bell rings.
- ✿ The teacher will take roll and review the Bellwork question, which is usually a concept from the previous day.
- ✿ The teacher will teach any new concepts and let students know exact assignment specifications for the day.
- ✿ Students will begin assignments and follow instructions for completing and turning in assignments.
- ✿ The teacher will return any graded assignments and assist any students needing additional help.

ASSESSMENTS

Most tests and quizzes will be in the form of Multiple Choice, True/False, and Sentence Completion and Essay/Short Answer. There will also be projects that will count as test grades. See above calendar for dates.

NOTEBOOK

The notebook will be checked once during each six weeks. This is to ensure students are keeping up with Bellwork and returned assignments. It also helps students learn organization and responsibility.

SNAPGRADES

To view your student's grades you may use WWW.SNAPGRADES.NET. Grades are updated at least once a week.

Student Signature _____

Parent Signature _____