

ACCOUNTING I: FUNDAMENTALS OF ACCOUNTING Spring 2023



Instructor Information:

Instructor: Steve M. Windham

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Instructor Teacher Page: <https://www.stevewindham.com/students/vacaville-adult-school/>

Course Schedule:

Room: TBA

Meets: Tuesdays & Thursdays from 5:30 PM to 8:30 PM

Dates: February 14, 2023 to June 01, 2023

Office Hours: By appointment

Course Prerequisites & Recommendations:

Prerequisite: None.

Recommendations: Proficient with Excel.

TENTATIVE

Subject to Revision

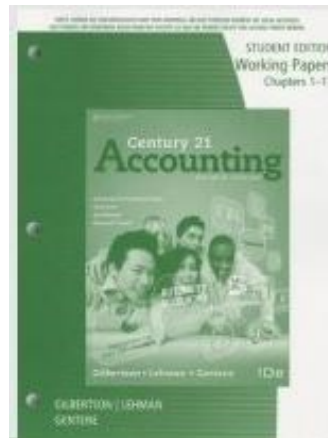
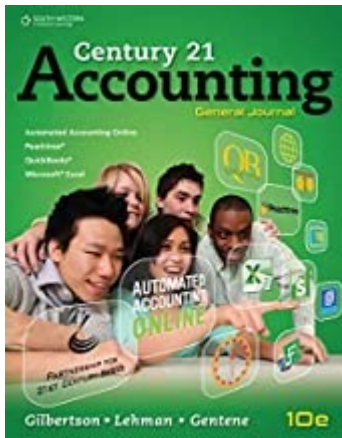
Grading Breakdown:

Portfolio 25%

Mid-Term 35%

Final 40%

Course Books:



Course Description:

This is an introductory course in accounting. It is a prerequisite course for Accounting II and all other Accounting classes at the Vacaville Adult School. Successful completion of this course with a 70% or better will result in the student being issued a Certificate of Completion. This course will also count towards high school diploma credit, if prior approval is granted by the school.

This course follows the systematic accounting cycle of a service business with an emphasis on conceptual understanding and financial statement analysis so students can apply accounting concepts to

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real world situations. Students will learn important business language and accounting terminology, fundamental accounting concepts, the accounting equation, the double entry system, debits and credits, adjusting entries, financial statements, posting transactions, ethics & professional responsibility, and more.

Participation:

All students will be expected to participate in group discussions. Students are encouraged to ask questions and engage in classroom discussions.

Portfolio:

Students will create a portfolio using Microsoft Excel. This portfolio will demonstrate their understanding of accounting and finance concepts. The portfolio will also be relevant for real-world situations that require spreadsheet skills to solve.

Tests:

If you know you are going to be absent on the day of a test, please contact me at least twenty-four (24) hours ahead of time so that alternative arrangements can be made. If you are absent on the day of a test and have not made alternative arrangements, you will receive zero (0) points for that test. Exceptions will only be made for absences cleared through the school office.

Working Papers:

To effectively learn accounting, it is necessary to do accounting. As such, we will be completing most of the Working Papers for each chapter. These will be completed in class—some as a class, some in groups, and some individually. The only time these will be homework is if the student misses a class.

Homework:

The only homework for this class will be reading assignments. I understand that most of you have very busy lives with many family and professional commitments. Because of this, I am not going to be assigning any written homework. I have also made an effort to keep the reading assignments as short as possible without sacrificing course content.

Ethics:

In the wake of Enron, WorldCom, and numerous other accounting scandals, Congress implemented the Sarbanes-Oxley Act, and the Internal Revenue Service implemented numerous changes to the Circular 230 rules. Ethics are important in accounting, because it is accountants who provide financial statements that outside users rely upon to make decisions. Because of this, this course will have several group ethics discussions. Many of these discussions will be drawn from the textbook, while others have been derived from other sources.

Global Awareness:

The world is becoming increasingly interconnected. This class will discuss many aspects of accounting in an international environment.