

# Accounting Syllabus

## Course Description

Accounting teaches the basic principles of managing money. Students learn how to chart assets, liabilities, owner's equity, revenue, and expenses. Although personal financial accounting is discussed, the major emphasis of the course is in its role in the business world-service, merchandising, and corporate accounting. The use of spreadsheets and other computer software is included.

## Classroom Guidelines

### Beginning Class:

- ✓ Student is to arrive on time to class every day. When the bell rings, you must be inside the classroom, not standing outside in the doorway.
- ✓ Student should immediately go to his/her assigned seat and log-in to online working papers.

### During Class:

- ✓ NO students are allowed in the following areas of the room without permission: behind the teacher's desk, in the closet, in any cabinets, or at the teacher's workstation.
- ✓ RESPECT ALL EQUIPMENT. Monetary damages may be assessed for the computer vandalism and may result in the student being permanently removed from the equipment, the class, or both.
- ✓ ALL STUDENTS will respect each other, the teacher, and any substitute teacher that enters the classroom. Improper behavior, vulgar, or profane language will not be tolerated.
- ✓ DO NOT talk while the teacher, another student, or a guest is talking; this is discourteous behavior.
- ✓ If students are playing games on the computer or surfing the web during class time, they will receive a detention.
- ✓ Students are not allowed to have their cell phones during the class period.

### Leaving the room:

- ✓ You will not be permitted to leave the room without a signed eHallpass.
- ✓ If you need to use the bathroom and feel you may be out of class for more than five minutes, you must go to the nurse's office and present a signed eHallpass for your return to my class.

### Homework:

- ✓ Homework is a vital part of this course and is required activity. Homework is assigned to further emphasize what was discussed in class. In addition, the daily homework assignment is to come to class prepared, which includes bringing a pen or pencil, calculator, folder/binder, and laptop (online working papers.) You will NOT be allowed to borrow calculators during a test or use your cellphone calculator!
- ✓ All homework assignments are on the Schoology calendar.
- ✓ Check email and Schoology messages regularly.

- ✓ Hand in all assignments by placing them in the specific class period bin.

**Make up work:**

- ✓ Tests should be made up during a study hall; not during class.
- ✓ If student is absent the day something is collected, he/she must hand it to me at the BEGINNING of class on the day he/she returns, or it is late, and he/she will earn a zero.
- ✓ Handouts, Rubrics, and material given out in class will all be available on Schoology.

**Grading:**

- ✓ Check your grades often on home access. If there is a problem, let me know immediately don't wait till the end of the quarter.
- ✓ You will be graded by points however homework will not exceed 20% of total points.
- ✓ Participation is an important part of the learning process and is encouraged if it is done in a manner that is respectful of the classroom environment. While classroom participation is not considered a portion of the overall grade, points may be added for excessive participation at the discretion of the instructor.
- ✓ Cheating will not be tolerated. If a student is caught cheating (including copying homework or giving someone his/her material to copy from), student will receive a ZERO for the assignment and a DETENTION to a TWO DAY SUSPENSION. Talking during a quiz/test for any reason, having an open textbook or having your online workbook open will be considered cheating and will warrant a zero.

**End of Class:**

- ✓ Lining up at the door is a fire hazard. Stay in seats until the bell rings.

With everyone behaving responsibly and following the guidelines, this course will run smoothly and we will have an enjoyable class. 😊