# COURSE SYLLABUS

Accounting I

Business Education Department - Room 211

**Teacher:**  Ms. Rose Miller **Prerequisites:** None

**Email:** Christina.rose@wdbqschools.org **Grade Levels:** 10-12

**Phone Number:** 876-3442 x 3017 **Duration:**  Year

**Course Description:**

Accounting 1 is designed help students gain knowledge and skills needed for entry level accounting careers. These positions might include: payroll clerk, cashier, purchasing agent, accounts receivable and accounts payable, shipping, billing, inventory control, and bookkeeping clerks. Most business related fields depend upon basic accounting knowledge as well. This course is strongly recommended as a foundation on which to continue the study of accounting and/or business as the college level.

**Text & Resources:**

Heintz & Parry *College Accounting*, Thomson Learning

*Heintz & Parry Working Papers & Study Guide (Ch. 1-16),* Thomson Learning

Quickbooks

**Required Materials:**

PENCILS only, calculator, pocket folder or 3-ring binder, Notebook, and erasers.

**Course Outline:**

Unit One – Accounting for a Service Business

Unit Two – Accounting for Cash, Payroll and Service Businesses

Unit Three – Accounting for a Merchandising Business

**Assessment**

Students will be assessed on employability skills, daily work, quizzes and tests. Daily Work represents assigned and completed activities. Quizzes and tests are opportunities for students to demonstrate by application the knowledge and skills they have learned in class.

Grades will be calculated using the following point percentage system:

Daily Work 20%

Tests and Quizzes 80%

**Grading Scale**

A = 93 - 100%

1. = 90 - 92%

B+ = 87 – 89%

B = 83 – 86%

1. = 80 – 82%

C+ = 77 – 79%

C = 73 – 76 %

1. = 70 – 72%

D+ = 67 – 69%

D = 63 – 66%

1. = 60 – 62%

F = 59% and lower

**Employability Skills**

Employability skills are those basic skills necessary for getting, keeping, and doing well on a job. These are the skills, attitudes and actions that enable workers to get along with their fellow workers and supervisors and to make sound, critical decisions. Unlike occupational or technical skills, employability skills are generic in nature rather than job specific and cut across all industry types, business sizes, and job levels from the entry-level worker to the senior-most position. The following is a list of categories factored into the employability skills grade, with an explanation of why each is an important component for your employment in this class.

* *Off Task*: If you are doing something other than what is being expected, you are not participating in the class. Doing other classes’ homework is one very common, and unacceptable, example.
* *Phone/iPod*: If you are on your phone or listening to your iPod, there is no way you are productively participating in class activities.
* *Talking*: If you are talking when the teacher is talking, or when you are supposed to be doing other activities, you are not only not participating; you are also effecting the education of everyone around you.
* *Profanity*: Aside from being inappropriate, using profane language creates classroom distractions and wastes the time of you and your classmates.
* *Conflict/Disrespect*: Choosing to disrespect and cause conflict with the teacher or fellow students detracts from the goal of the lesson and damages the overall classroom environment.
* *Out of Seat*: If you are not in your seat, you cannot possibly be participating. You are also creating a distraction, which is detracting from the learning of others.
* *Not Prepared*: Coming to class without your book or other necessary materials means you will not be able to participate in class activities.
* *Insubordination*: When it comes down to it, the teacher has the final say in what is and is not allowed within the classroom. Doing what is asked of you, when it is asked, will facilitate your learning, as well as the learning of your classmates. Not doing what is asked of you wastes time and creates unnecessary distractions for everyone.
* *Other*: There are many other things that common sense can tell you have no place in the classroom. If the teacher deems that you are being a distraction to yourself or others, or are otherwise not actively participating in the day’s activities, you will lose points.

Students will begin each day with 5 points. Each time the teacher has to address any of the previous issues with you, you will lose part, all or more than your daily points. All of these actions are also subject to further punishment, using the school handbook as a guide.

**Classroom Behavior:**

* **RESPECT** the teacher, your classmates and yourself!
* Be in your seat and ready to begin when the bell rings, otherwise you are tardy.
* Come to class with the appropriate equipment and attitude!

**Entering the room**

* Come in quietly and sit down at your seat.
* If you have homework due that day, put it in the homework basket.
* Do not hang around the doorway or the teacher’s desk.

**Leaving the room**

* You will not be allowed to leave the first 10 minutes of class, the last 10 minutes of class, or any other time in between that the teacher decides your presence in class is necessary.

**When you are gone**

* If you are going to be/have been absent, it is YOUR responsibility to see me about what you have missed. Please do this before school, after school or during Bobcat period.
* Students will have as many days to make up an assignment or test for full credit as the days of excused absences. For example, one day excused absence = one extra day to submit work. No additional make-up time is available for unexcused absences.

**Homework**

* All assignments must include your name, if it does not then I can’t grade it and you will get no credit.
* Late assignments will be ½ credit. I will accept late assignments for one calendar week after the due date.

**Talking in the room**

* Make your language appropriate to the school environment.
* Make your language respectful.
* Do not interrupt…wait your turn to talk. Sometimes that will not be when you want it to be!

**Moving around the room**

* Wait for an appropriate time.
* Move quickly and quietly.
* Do not bother others.
* Stay in your seat until the bell rings.

**Subs**

* I expect you to behave for a sub better than you would for me. If your name is left on a list you will lose all of your points for that day. If it is bad enough you will lose them for the whole week and be sent to the office.

“There is only one thing that makes a dream impossible to achieve: the fear of failure.”   
― [Paulo Coelho](http://www.goodreads.com/author/show/566.Paulo_Coelho), [*The Alchemist*](http://www.goodreads.com/work/quotes/4835472)