

ACCOUNTING

Welcome to beginning accounting! The following information includes an explanation of what will be expected from you as a student and what you can expect from the class itself.

GRADING SCALE

A = 93 - 100 %
B = 83 - 92 %
C = 73 - 82 %
D = 65 - 72 %
F = 0 - 65 %



Grades are based on a weighted point system. Contributing to your grade will be homework , in class assignments, simulations and participation (40%), and quizzes and tests (60%). Please utilize campus to track your grades and assignments.

Most of the work assigned will be done in class with the workbooks. It is important that you understand each concept as it is taught as accounting is cumulative. Each chapter builds on the last.

Homework will be accepted at full credit only on its due date. Late work will be decreased for each late day.

When you are absent, for every day that you are absent you will have 2 days to complete any missed work. **Remember that it is the student's responsibility to pick up make-up work.** Make-up work is also expected to be completed on student's time not class time.

TARDIES

Anyone who is not in the room when the bell has finished ringing will be considered tardy.

RULES

No food, pop, or candy allowed during class.

No ipod, listening devices or cellphones allowed during class

When using the computers the following are NOT allowed:

Internet unless you have permission and it pertains to a class project
Email, IM's, social networking, etc.

Each student will be given a text book and a workbook to use for the year. Keep them safe and in good condition. Textbooks must be covered. The student will be responsible for the well being of the textbooks and the workbook.

You are expected to act like ladies and gentlemen at all times. This classroom has limited space and requires the cooperation of all in order for us to survive. Enjoy learning.

I am available for help 5th or 7th period. However, by appointment you may enter my classroom at anytime for help. Please seek help if you are having problems of any kind.

GENERAL OBJECTIVES

CHAPTER 1-10

Accounting for a service business

Learn:

- starting a proprietorship
- the accounting equation
- analyzing transaction into debit and credit parts
- journalizing
- posting
- cash control
- work sheet
- financial statements
- closing the ledger

CHAPTER 11-18

Accounting for a merchandising business

Learn:

- journalizing purchases and cash payments
- journalizing sales and cash receipts
- posting
- payroll
- payroll taxes
- work sheet
- financial statements of a partnership
- adjusting and closing entries