

Accounting I
Mrs. Bauerly
2017-18
Foley High School

Instructor Name:	<i>Mrs. Bauerly</i>
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Office Hours: lab 309	<i>Before school: 7:30am</i> <i>Prep hour: 6th hour</i> <i>After school: by appointment</i>

Required Text and Supplies:

Textbook Title: Century 21 Accounting Multicolumn Journal

Working Papers: www.aplia.com Aplia Online (you will receive online access to your own student account)

Notebook & pencils

www.schoolology.com

www.bauerly.weebly.com

Course Description: During this course you will be learning about the accounting cycle for a sole proprietorship (one-owner business). Learning about the accounting cycle is important because it will help you understand basic finance in business and your personal life. Accounting is a versatile and vital skill to have, whether you decide to enter the job market in the financial spectrum, run your own business, or work for someone else. Your knowledge of accounting will give you power in job searches since employers consider pursuit of accounting to require problem-solving skills, attention to detail, good basic math skills and dedication.

Course Objectives: (National Business Education Association Standards)

By the end of this course you will be able to do the following:

- read, interpret, and analyze financial information;
- apply generally accepted accounting principles;
- understand how the accounting system provides business information;
- recognize the various users of accounting information; and
- understand the dynamic nature of the business environment in which accounting information is used.

The accounting standards also focus on the skills and competencies students need to acquire and develop as they further their education, prepare to enter the workforce, and pursue their chosen career path. These skills include

- strategic and critical thinking;
- risk analysis;
- problem solving and decision making;
- communication;
- team work and leadership;
- the ability to employ and use technology; and
- an awareness of the legal and regulatory environment, with an emphasis on ethical responsibility.

Grading Scale:

97-100 A+	77-79 C+
93-96 A	73-76 C
90-92 A-	70-72 C-
87-89 B+	67-69 D+
83-86 B	63-66 D
80-82 B-	60-62 D-
	59 & below F

Class Policies:

Participation: Participation is mandatory. You have a difficult time passing this class if you do not participate. Participation includes complete in and out of class work, adding to class discussions, and asking/answering questions.

Instructor's Expectations: This is a high school course. As such I expect that you will take the course seriously and behave in a mature manner. This means you are expected to:

1. Be prepared.
2. Be on time.
3. Be respectful.
4. Give your best everyday.

Behavior Policy: As high school students I expect you to require very little redirection with regard to behavior. If you are violating any of the above expectations or creating an environment that is unsafe or is distracting to others who are attempting to learn you will be given a warning. If your behavior is keeping others from learning you will be asked to go to the office. Your parents will be notified of significant behavior issues. I sincerely hope I can focus all parental communication on positive achievements rather than behavior issues.

Late Work Policy:

Excused absence: you have 2 days to make up any missing assignments from your absence. Beyond 2 days you will receive 50% credit.

Late work: 10% reduction day 1. 20% reduction day 2. Beyond 2 days you will receive 50% credit for late assignments.

My gradebook closes after each "complete unit". Late work will not be accepted from previous units.

Business Education Academic Dishonesty:

Academic dishonesty includes, but is not limited to:

1. Cheating on a test through the use of concealed answers, or copying another student's work.
2. Copying an assignment or worksheet, or sharing information about an assignment or test.
3. Offering to another student the answers to an assignment, worksheet, or test, whether solicited or not, in written or verbal communication.
4. Lying to a teacher about academic activities.

Consequences may include, but are not limited to, having to redo the assignment or receiving a "0" on the assignment.

Electronic Use Policy:

Cell phones are not to be “seen” in my classroom. Cell phones will be confiscated until the end of the class period if visible. We are fortunate to have class in a computer lab. You do not need your cell phone to be successful in my class.

Passes

- Students need to ask to use the pass
- Only one person may use the pass at a time, you must have a pass to leave my room.
- Students are allowed 3 passes per semester (unless it's emergency circumstances)
- Passes are Not allowed during a test, lecture, or video

Bell

- The bell will release you unless I am addressing the class, if so, I will release you.
- If ANY time is remaining, students must be in a seat and work on schoolwork.
- Students will not be allowed to congregate around the door.

Food and Drink

- Food and drinks are not allowed, except beverages that can be closed.
- If any person spills at any time in my class, EVERYONE loses their drink privileges.
- Garbage left on the ground, does not matter why or how, also results in loss of drink privileges.

Music and Headphones

- On many different occasions, music will be allowed. You will be allowed to listen to your own music as long as you have your headphones on you AND ASK me to use them. Do not ask for the pass to go get your headphones.
- Be prepared, bring all of your items to class, and if that includes your headphones, so be it.

Recycling and Garbage

- Use the blue bin to recycle paper
- Use the garbage for the rest

Drills: Fire, Weather and Intruder

Fire - Take a left when exiting the room, head straight through the glass doors (#5), go across the road and wait for me as a class.

Tornado – We go to room 328

Intruder - remain silent, gather on the floor under the whiteboard, not in front of the doors, no phones, I will lock the door.

Final Thoughts:

You will notice there is an emphasis on personal responsibility in this course. As you are getting older your responsibilities will increase. You must pay attention to due dates and make sure you are consistently attending class in order to be successful. My hope is that in addition to learning the content you will learn and master valuable life skills that will serve you forever. My goal for this class is for everyone to be successful. Please do not hesitate to ask for help if you need it. I'm excited to get to know you and to have a fun and engaging year.