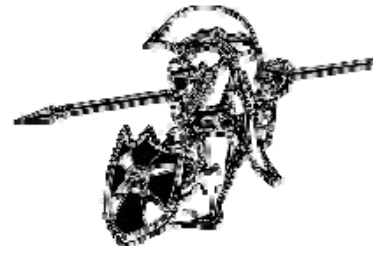


Andover High School Accounting I Course Syllabus



INSTRUCTOR INFORMATION

Instructor Name: Julie Bailey

Class Location: Room 504

Phone: 733-1335 Ext. 504

E-Mail: baileyj@usd385.org

COURSE INFORMATION

Prerequisite: None

Course Description: Accounting is for all students who desire vocational preparation for careers in accounting or other related business fields, for those who seek a foundation on which to continue studying accounting in college, or for personal use. Financial transactions are analyzed and recorded, and financial statements are produced. Sole proprietorship and partnerships are covered. Hands-on training is provided through the use of two practice sets. Students become accountants and take care of a sole proprietorship and a partnership's accounting affairs.

Course Objectives:

1. Explore accounting careers.
2. Describe and practice the basic accounting cycle.
3. Perform accounting procedures for a payroll system.
4. Prepare and maintain accounting data in spreadsheets.

Required Materials and Supplies: Pen/pencil, paper, notebook (for notes, handouts, and other papers), calculator, ruler, and planner are required daily for this class.

Supplemental Reading Materials: None

Method of Evaluation:

Tests	35%
Projects	30%
Daily Work	15%
Final	15%
Commitment	5%

Grading Scale:

A	100 – 90%
B	89 – 80%
C	79 – 70%
D	69 – 60%
F	59 – 0%

Major Assignments/Projects: 2 Practice Sets, Accounting Monopoly

Homework: One hour a week.

Late Work: Not accepted.

Safety Test: Not applicable.

INSTITUTIONAL POLICIES

Make-Up Work: It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. In general, two days are given to complete daily work missed for each day of excused absence. For extended illness, the student will be limited to a total of 5 school days following their return to make-up work missed. Exceptions to this rule can be made through special arrangements with the teacher or administration. No make-up credit will be allowed for unexcused absences. Tests that have been scheduled in advance and long-term assignments need to be completed within a reasonable period of time per the agreement with all parties. Teachers may establish specific guidelines related to long-term assignments on an individual class basis. Dependent upon individual teacher policies, students may miss the opportunity to earn daily participation points for non-school related absences.

Unexcused Absences: Students who have an unexcused absence will lose credit for all work missed during that class period. Students will be assigned 2 hours detention for each hour of unexcused absence or Saturday school in cases in which the student is unexcused for a significant part of the school day.

Tardies: Students are tardy if they are not in the classroom when the bell begins to ring. Individual teachers may further stipulate what constitutes a tardy, (i.e. must be in the seat when the bell rings). Students are allowed 1 excused tardy per class, each semester. Beginning with the 2nd tardy, 30 minutes detention time will be assigned by the classroom teacher to be served in the school wide detention room.

Academic Dishonesty: Students are expected to maintain academic honesty and integrity at all times throughout their high school career. Academic dishonesty (as in cheating or plagiarism) is not acceptable. Cheating includes copying another student's work and submitting it as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student who engages in any form of academic dishonesty will be subject to

the loss of credit for the work in question, as well as other disciplinary measures. Repeated occurrences could result in the student being removed from the class with no credit. Any student enrolled in a BCCC or dual credit course caught cheating or plagiarizing is subject to BCCC rules and regulations that may result in a student receiving an “F” for the course.

All policies and guidelines from the Andover High School Student Handbook will be enforced.

INSTRUCTOR POLICIES

Classroom Expectations:

- There is absolutely NO game playing, e-mail, instant messenger, or surfing the Internet during class.
- Respect school property, classmates, and teachers.
- No food/drink is allowed in the lab.
- No electronic devices allowed in the lab.
- No flash drives allowed in the lab.
- Please be in your assigned seat when the bell rings.
- You are expected to take care of personal matters...restroom breaks, telephone calls, and appointments with other staff...during designated school breaks.
- Clean up after yourself in the lab.
- Please remain seated at the end of class until the bell rings.
- All computer work must be completed in the computer lab.

Personal Responsibility:

- **Earn 5 pts a day.**
- **Allowed 1 free tardy.**
- **Allowed 1 free hall pass.**
- **Come prepared for class.**
- **Participate in class.**
- **Stay on task.**
- **Use class time wisely.**
- **Display appropriate behavior.**

BE READY AND WILLING TO WORK...AND WE'LL HAVE A GREAT SEMESTER!

Please sign and return the bottom portion to Mrs. Bailey, Room 504.

I have read and understand the policies as outlined in the course syllabus for Accounting I.

Student Signature

Hour

Parent/Guardian Signature