

# Accounting I

## Course Syllabus

Mr. Robinson



For more information check out my website at <http://www.sgasd.org/Domain/106>

By signing this document I hereby agree I have read and understand the course syllabus for Accounting I with Mr. Robinson. I understand the policies, procedures, classroom code of conduct, and consequences. Parent/guardian, please also place a check mark beside the option you choose below.

I give permission for the student to view The Office and other videos in the classroom

I do NOT give permission

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Printed Parent/Guardian's Name

**Contact information:**

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
E-mail address

## What this class is about:

For a long time accounting has been referred to as “The Language of Business.” This course is designed to introduce you to basic accounting principles as well as prepare you to do the following for both a sole proprietorship and a merchandising business organized as a corporation.

- ✓ Prepare journal entries
- ✓ Post transactions to the appropriate ledger
- ✓ Prepare a worksheet
- ✓ Prepare adjusting and closing entries
- ✓ Create financial statements

The skills learned in this class will not only prepare you for entry level college accounting courses but will enhance your value to an employer, assist in becoming an entrepreneur, as well as endless personal applications. A portion of the assignments will be completed manually with a second portion completed using Aplia, an online accounting program you can access from home using an internet browser.

## Grading:

- Classroom assignments and projects
- Tests and quizzes
- Class participation
- Homework

### Classroom Assignments and Projects:

Assignments and projects are due on the assigned date. These are to be completed individually unless noted otherwise. **Late work will be accepted up to 50%.** If you have an excused absence the day an assignment is due, it is your responsibility to turn the assignment in upon your return. It is also your responsibility to follow the absence procedures to find out what was missed in class on that day.

### Tests/Quizzes:

Style and frequency will vary. Tests will be taken the day assigned unless noted otherwise. If you have an excused absence, **YOU** must see me to make arrangements outside of class to take the test.

### Class Participation:

You are given a class participation grade based on your positive involvement in the classroom, discussions and activities each marking period.

### Homework:

Homework is due on the assigned date. This is to be completed individually unless noted otherwise. **Late work will be accepted up to 50%.** If you have an excused absence the day a homework assignment is due, it is your responsibility to turn the homework in upon your return.

## Classroom Video Clips:

Throughout the course of the year a variety of movie and video clips will be utilized as course enrichment to foster class discussion. These clips vary from movie clips to episodes of NBC's The Office to online video clips found at places such as YouTube.

### \*Video Disclaimer –

The Office airs primetime Thursday evenings on NBC. Some of the content of this show in addition to the movie and video clips is meant for adult viewers. Most of these scenes are edited; however the students may be exposed to minor inappropriate behavior and/or language. I do not encourage the behavior and views of the show; rather I use them to promote proper and ethical behavior. If you agree to allow your child view these video clips please mark that you give permission on the first page of the course syllabus.

## Classroom Expectations and Procedures:

### Absence Procedure:

Upon return to school please check the folder called “You’ve Been Out Lately”. At the end of each day I will write down what we did for the day. If there is a handout I will put (handout) behind the item.

When you return to class it is your responsibility to:

1. Check the folder
2. Ask a peer what we did
3. See me for the handout or for any unanswered questions

### Bathroom Procedure:

You will receive a sheet of paper titled Personal Responsibility Sheet. It has pre-printed passes on it for each marking period to utilize the bathroom or your locker. After the first week, it is expected you follow this procedure to visit either of these places:

1. Fill out the Personal Responsibility Sheet
2. Have me initial it
3. Sign the class log before you leave **and** when you return

### Late to Class:

If you are late to class, you automatically sign in on the “I’m Late” sheet, even if you have a pass. If you have a pass, place it in the proper bin.

### Personal Bag:

All personal bags must be kept on the floor. Personal bags should not be placed on top of the desk or in your lap.

### Electronic Device:

No electronic devices should be present, visible, or utilized during class unless given specific permission for an educational purpose.

## Classroom Code of Conduct:

- **Respect**
  1. Yourself, your peers, and school staff
  2. Personal property
- Be **attentive**
- Be **responsible, on time** and **prepared** for class - EVERYDAY
- Have a **positive attitude**
- Pet peeves:
  - Lining up at the door before the bell rings
  - Impatience

## Consequences:

1. Retraining
2. Retraining and parent/guardian contact
3. Retraining, parent/guardian contact and administrator involvement