

Course Description: This course will teach you the basic concepts of accounting for a proprietorship and a corporation using a multicolumn journal. This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. Successful completion of this course and Accounting II will prepare you for a career as an Accounting Clerk and will provide the foundation for success in your pursuit of a degree in Accounting or Finance.

Course Expectations: You are expected to conduct yourself as if in a professional environment.

- You are expected to be in class on time as we will begin promptly.
 - You all know that if you are late to work you don't get paid. In my class that means that you don't receive credit for any assignments that you miss due to being tardy.
- All assignments are due at the assigned time or they will receive no credit.
 - Just as late work is not acceptable in the business world, it is not acceptable in my class. You have been given a syllabus with the due date of every assignment in this class. It is your responsibility to turn your work in on time. You will have one school day for each day absent to turn in work for full credit, after that point you will receive NO CREDIT. If you choose not to work while in class then I will not pay you for that day (i.e. you receive a zero for the day and cannot make up that assignment, NO EXCEPTIONS). All assignments will be completed on the computer in either the textbook's website (www.aplia.com) or on Blackboard. All assignments for each chapter will be due by the Saturday following the exam for that chapter. The system will lock you out at MIDNIGHT Saturday.
- As in business, ethical decision making is an important part of what we do in this class. You will learn how to make ethical decisions in Accounting and in life.
 - Cheating on a test will earn you a zero on that test, copying someone's assignment will earn you a zero on that assignment. (Copying makeup work is still cheating).
 - Most classwork assignments are given as individual assignments, however there will be occasions when we will work in groups. When group work is assigned, you are expected to be an active participant in the assignment. You will be given a role and are expected to do it.

- You will respect my classroom and the equipment in it as if you were in a business environment.
 - We have 30 computers in this class that are intended for school use only. We will have several opportunities to work on these computers to complete accounting assignments, create accounting spreadsheets and to do research for your projects. You will not use the computers for anything else. If you are caught playing games or visiting inappropriate sites while on the computers then you will receive a zero for that assignment and be referred to your house administrator.
- The only material required for this class is your textbook. You may not store your books or materials in my class, if I find them they will be confiscated and the text books will be turned into the book room.

Grading Policy:

40% - Classwork

40% - Tests

20% - Participation

100%-Total

Your classwork assignments will include warm ups, daily assignments and any assignment not completed in class during the given time period. While I rarely assign homework in this class, I do reserve the right to give it when I feel it necessary. Those assignments will be counted as classwork assignments. However, you are expected to read each chapter on your own time and will be responsible for the contents of those chapters.

Tests will be given at the end of each unit and the end of each quarter. You can expect approximately 5 tests per quarter. They will include both performance and knowledge based questions. Knowing how to do the spreadsheet will not allow you to pass the tests, you **MUST** know the concepts behind the spreadsheets.

Your participation grade is calculated on the number of assignments completed on time. This includes all opening activities and class assignments.