

ACCOUNTING SYLLABUS
Mrs. Guebert

Contact Information:

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Course Description: Accounting is the language of business. After completing this course, you will have a major advantage when taking college accounting and possess the skills necessary for entry-level accounting and bookkeeping careers. During the course of the semester you will: prepare financial records, develop financial reports, enhance your general knowledge of business, and learn payroll and taxes.

Grading Policy:

Tests/Quizzes = 80% Homework = 20%

Tests/Quizzes:

Tests will be given at the end of each chapter. There also may be tests given at the end of each part of the book (typically 8 chapters to a part) and at the end of term/semester. Occasional quizzes will be given as well.

Homework:

Homework and In-class assignments are designed as a reinforcement tool in the learning process and to help in the development of new skills related to this course. As an integral part of this process these activities are designed to help students locate the areas they may be struggling to comprehend.

In developing new skills and understandings there are many different learning opportunities to improve on previous mistakes. It will be used for students to advance their understanding of the materials to help reach an overall level of mastery of skills for this course.

Books:

- Century 21 Accounting, 9E Textbook (You will keep the textbooks in the classroom. If you need to take one to catch up on work, ask.)

Materials Needed for Class Every Day:

- Textbook
- Pencil (*all written work will be done in pencil*)
- Folder
- Calculator. A simple one that adds, subtracts, multiplies, and divides is all that is necessary for this class. *Cell phones and computers will not be allowed to be used on tests.*

- **Classroom Expectations (PAR):**

- be Polite
- be Appropriate
- be Respectful

Expectations for Accounting class:

- Be on time for class. You will be expected to be on time in the workforce, so we will start to work on that behavior now. 3 tardies = Detention
 - When I am talking, when we are having a classroom discussion, and when we are taking a test/quiz you must be quiet.
 - Clean up your work area before leaving class.
 - NO CELL PHONES OUT DURING CLASS WITHOUT PERMISSION FROM ME.
 - Sit in your assigned seat.
 - Use appropriate language.
 - Take care of the classroom and its contents (desks, books, etc.)
 - Use class time wisely. Any work that is not finished in class will be expected to be done outside of class, unless told otherwise.
 - You are in this class to learn Accounting. To learn accounting you need to do work. If you have no interest in learning about Accounting, you should look for another class to fill your schedule.
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Syllabus Approval Form

By signing, and returning, this form, we admit to reading and understanding all of the information provided on the syllabus for Mrs. Guebert's Accounting I class. Any information about course content, areas of focus, expectations, and grading procedures is fully understood and those items described will be followed in accordance to the syllabus throughout the length of the course.

Student's printed name

Student's signature

Parent/Guardian printed name

Parent/Guardian signature