

# Accounting



## Class Expectations

Mrs. Cleary  
2018-2019

## Class Description

The Accounting I class is designed to provide students with the skills basic to the accounting departments of small businesses. Accounting is considered the language of business; therefore, it is a crucial component of academic backgrounds for students who will pursue entrepreneurial adventures, professional careers or small business ownership.

The Advanced Accounting class is designed to provide students with the technical and procedural skills required in accounting departments of today's businesses. Not only must the students be trained in basic accounting principles, they must also be proficient in automated systems and advanced applications which require greater analysis and decision making.

## Contact Me

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## Who Should take Accounting?

1. Students attending college & majoring in Accounting or Finance.
2. Students interested in attending college and majoring in a business related field (all business majors must take accounting.)
3. Students interested in starting their own business. All businesses have some sort of accounting procedures, from a beauty shop to a grocery store.

## Preparation

1

Come prepared to class with your binder, writing utensils & other supplies.

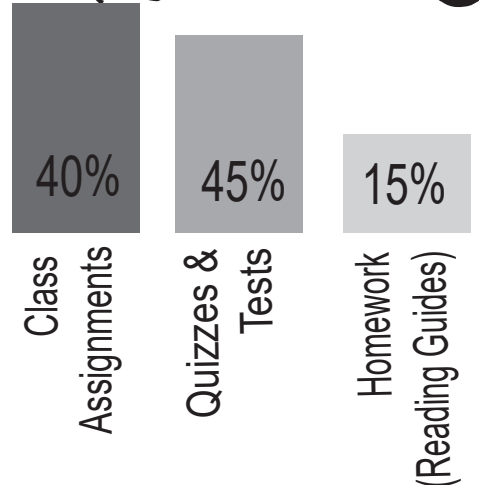
2

Log on to computer and check class website to start working on assignments immediately.

3

Work should be turned in on its due date. Late work will lose points (50%). NO late homework will be accepted!

## Grades



## Grading Scale

100	93	A
92	90	A-
89	87	B+
86	83	B
82	80	B-
79	77	C+
76	73	C
73	70	C-
69	67	D+
66	63	D
62	60	D-
59	50	E

Check PowerSchool everyday!

# Absentee Policy

- 1 Yes, we did something while you were absent. It is your responsibility to check the website the day you return. Check the **WHITE BINDER** for any handouts.
- 2 You have **ONE DAY** for each day you were absent to make up missed work. After that, any missing assignments will be accepted with a late penalty (50%).
- 3 Any assignment you are absent for will be entered as a **ZERO** until it is turned in.

## Rules & Expectations

This class is structured much like an actual business environment. Therefore, you should treat all expectations as a criteria for evaluation of your performance as an employee. In this class, you are expected to:

1. Come to class on time every day. Good employees are rarely late for work and are usually early!
2. Redo work when it is not perfect. If you are typing a letter at work, you would not send it with errors! Therefore, all business assignments must be done correctly.
3. Begin working as soon as you arrive each day. Don't wait until attendance is taken. Make good use of your time.
4. Do not use internet or electronic mail without permission. You don't get to surf the net during free time at work. You will receive ample time to check your grades, e-mail, etc.
5. Take good care of computer/technology equipment. Be sure to follow the technology guidelines.
6. Have a good attitude. Please don't let a bad day make you a bad person to be around.
7. Follow all regular classroom rules as shown on the "Rules" video.

## Please sign & return

I have received and read the Class Expectations from Mrs. Cleary for this school year.

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

\_\_\_\_\_  
Parent/Guardian Name

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

\_\_\_\_\_  
Parent/Guardian Signature

## Success

Success in Accounting I and Advanced Accounting is simple. You will quickly find that if you always complete the chapter assignments, you will get the practice you need to do very well on the problem tests and quizzes. The quizzes and tests are very similar to the chapter Mastery assignments, so the target is clear and there are never any surprises.

## Advanced Accounting

As independent students, you will be responsible for much of your own learning. Please start work each day by checking the class website.

## Because Nice Matters!