

Accounting A/B Semester Syllabus

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Rooms: A109 & C114 (business office)

Course Description:

The Accounting program provides students with a comprehensive study of accounting principles and the application of these principles to a wide range of business situations. The extended use of technology is an essential component of this program. Topics explored include the accounting cycle; accounting for assets; liabilities and equity; understanding business information; special accounting systems; and accounting for business decisions.

Course Expectations:

Expectation 1

The student will complete and explain the purpose of the various steps in the accounting cycle.
(National and State Standards for Business Management & Finance - Accounting)

Expectation 2

The student will apply generally accepted accounting principles to cash and payroll. (National and State Standards for Business Management & Finance - Accounting)

Expectation 3

The student will plan, participate in, monitor, and evaluate communication experiences in a variety of situations. (Skills for Success Standards for Communication)

Expectation 4

The student will understand, use, and evaluate technologies for a variety of purposes in a rapidly changing technological society. (Skills for Success for Technology)

Expectation 5

The student will work effectively with others and participate responsibly in a variety of situations. (Skills for Success Standards for Interpersonal Skills)

Future Business Leaders of America- FBLA

Accounting students are strongly encouraged to join Future Business Leaders of America. FBLA is a nonprofit educational association of students preparing for careers in business and business-related fields. FBLA members are provided opportunities to highlight their talents and explore many different career paths, and build up resumes through conferences and workshops. **\$10.00 membership fee**

Materials:

- All information will come from notes, handouts, web sites, and the textbook
- You should take notes during class when new information is presented
- You should have your textbook, workbook, pencil, and calculator with you daily

Grades:

Formative Assessments	40%
Class Activities	
Summative Assessments	50%
Projects, Tests and Quizzes	
Homework	10%
Homework assignments, etc.	
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TOTAL	100%

Attendance Policy:

- When a student is absent from school, for any reason, the student is responsible for making up missed work. The student will have the **same** number of days as the days absent within the instructional unit.
- It is expected that students will make up missed work (either the original task/assessment or an equivalent one assigned by the teacher). However, the teacher **may deny** credit for the task/assessment for an unexcused absence.
- Students who miss class due to absence are **expected to contact me the day** they are absent to determine what they have missed. Students who miss a test day are expected to take the assessment (outside of class) the **first day** they return from their absence. Students who fail to contact their teacher regarding missing work will be held accountable in the exact same manner as the students who are present in class.
- If a student arrives to school **after 7:25**, the student must report to the attendance office to receive a pass for class.

Late Work and Missing Work:

- Each assignment will have a **due date**. This is the date by which you are expected to submit the assignment. Your grade will drop one letter grade if it is not turned in by the due date.
- The **deadline** is the last day an assignment will be accepted for a grade. Work not turned in by the deadline will be considered **missing**. Missing work will be recorded in the grade book as a zero.
- In some cases, the due date and the deadline may be the same.
- Missed work will not be completed during classroom instruction unless time permits.

Revision of Student Work:

- Some **predetermined** assignments and quizzes may be retaught and reassessed. The reassessment grade **will be recorded**, not the better/or average of the two.
- Chapter tests **may not** be retaken.

Independent vs. Group Assignments:

- Independent assignments (such as: textbook assignments, working papers, worksheets, and online classwork) are to be completed **without** the assistance of fellow students.
- Group assignments (consists of established teams to complete a specific task, such as: textbook assignments, working papers, worksheets, and online classwork) will be permitted **only** by the discretion of the teacher.
- Failure to adhere to this policy **will** result in a zero for the assignment.
- Students should **not** be using applications that are not directly related to the specific course project. Checking grades or working on non-programming related activities will result in detention.

Communication:

Edline

- Grades will be updated on Edline (which is located on the Sherwood website) every 2 weeks.

Telephone

- The business department phone number is 301 924-3247.

Email on first class

- The **best way to communicate** about your concerns or any information related to the class is email. Email me and you will receive immediate feedback within 24 hours during the weekday.
- Mrs. Johnson may be reached on MCPS first class at [Pamela A Johnson@mcpsmd.org](mailto:Pamela.A.Johnson@mcpsmd.org)

Final Exam

There **will** be a culminating activity at the end of the semester. The final exam is 25% of the semester grade.