



# Elmwood High School

## Accounting Syllabus – 2019-2020

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Course: Accounting I

Instructor: Mrs. Colgan

Room: 211

Email: [scolgan@elmwood322.com](mailto:scolgan@elmwood322.com)

ACS: Junior ACS & Computer Lab Supervision, Room 211

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### DESCRIPTION

This course is a must for those who intend to pursue a career in business. Accounting is the language of business and will be required of anyone attending a business school or pursuing a major or minor in business in college. This course provides a foundation for future success at the college level as well as many benefits for personal use. Computers are utilized in the course to reinforce accounting cycle knowledge and give students a realistic view of how many businesses perform accounting tasks.

### TEXTBOOKS & ONLINE WORKING PAPERS

Century 21 Accounting 11E, Ebook  
MindTap Online Working Papers





### GUIDELINES FOR SUCCESS....

1. Be responsible. Be on-time and stay in class working every day.
2. Treat everyone with respect. Positive comments only.
3. Cooperate with others, even if you don't like them.
4. Always be willing to give a good effort.
5. Be open to new ideas and opinions.
6. Be willing to try—no complaints.

### THE ROAD TO SUCCESS....

These expectations are designed to create the best situation for learning and may be revised and expanded as circumstances require.

### ARRIVAL TO CLASS

-  Be in your assigned seat when the bell rings
-  As soon as you arrive in class, log on to your assigned computer
-  Class begins promptly each day
-  The school tardy policy applies.

FOOD OR BEVERAGES ARE NOT ALLOWED IN THE CLASSROOM

## ASSIGNMENTS

- It is essential to your academic success to complete all assignments.
- Do not throw any assignment away until you have seen it in PowerSchool.
- Every assignment must be turned in with your name on it in the header (unless directions say otherwise) and be placed in the appropriate basket.
- An assignment turned in without a name will be recycled.
- All assignments are posted on the board as well as the instructor's website.
- You are required to make up the lesson(s) missed when you are absent. You will have the same number of days to make up the work that you were absent. If the work is not completed in that time, you will receive a zero.
- If absent, it is your responsibility to find out the assignment (website or teacher) and turn it in within the time limit stated above.

## BE PREPARED

- You must have your agenda at all times.
- Pen or pencil
- Book
- Calculator (you may use the one on the computer if you would like)

## MANNERS

- Raise your hand if you have a question.
- Respect the teacher, as well as everyone around you.
- If a visitor enters the room or if I receive a phone call from a parent or from the office, you should remain quiet and on task.
- Take care of the equipment in the room.

## CHEATING

- Zero tolerance. WHEN caught, an automatic zero!

## END OF CLASS

- Close all programs and log out.
- When leaving, make sure your workstation is straightened up and your chair is pushed under the table. Place all trash in the can or recycling bin.

## APPROPRIATE CLASSROOM LANGUAGE ONLY

## CLASS WORK & GRADING PROCEDURES

Class time is to be used for instruction and accounting homework. Assignments that are not completed during class should be finished on your own time and turned in at the beginning of the next class period or by the expiration time in MindTap.

## TESTS—APPROXIMATELY ONE PER WEEK

If a student is absent for a test, it must be made up within the allotted time as stated above. Test dates will be announced. If you are absent the day before the test, you will be required to take the test.

**All things are subject to change at the teacher's discretion.**