

# Accounting Classroom Rules

## Course Objectives:

Upon successful completion of this class, you will be able to:

- Use the basic accounting principles and procedures that are applied to accounting records kept for businesses that operate in the private enterprise economy of the United States.
- Explain and appreciate the importance of profit in helping to ensure continued business operations.
- Describe the three major types of business organizations in a private enterprise economy and explain how accounting procedures differ for the three.
- Develop proficiency in the use of the computer to maintain accounting records.
- Describe the types of on-the-job activities that are required of entry-level accounting workers.

## Student Responsibilities:

- It is difficult to learn if you are not here. Attendance is imperative to success. The school attendance policy states that you will lose credit for this class if you have four unexcused absences or you miss a total of 10 classes (excused or unexcused).
- Ultimate responsibility for missed assignments due to absences is yours. You will have one day for every day you are absent to hand in the assigned work. Should you be absent the day an assignment is due, the work is to be turned in upon entering the classroom the day of return, otherwise it will be late and not accepted.
- Absolutely no late work will be accepted. If you are in class and do not turn in an assignment the day it is due, you will receive a zero.
- All accounting work MUST be done in pencil unless I tell you otherwise. Any work turned in using pen will not be accepted. I recommend investing in an inexpensive mechanical pencil.
- You are tardy to class if you are not in the door when the bell finishes ringing. The tardy policy that the school has established will apply.
- Please come to class prepared. This includes your text, pencil, notebook, paper, homework, or any item needed for this class. If you have to return to your locker for an item, you will be counted tardy.
- Anyone found handling the equipment inappropriately or damaging the equipment will be referred to the main office. Loss of privileges using equipment may occur. If damage is done, the student could be held responsible for the cost of service and/or replacement of parts.
- Downloading and/or installing any software without my permission will result in the loss of computer privileges.
- If you want to use the restroom, go to the office, or leave the classroom for any reason, you must have your student agenda. There will be no passes without your student agenda.

## Expectations:

1. Come to class on time prepared to learn.
2. Show respect for everyone in this classroom
3. Use language that is classroom appropriate
4. Use the computer in an appropriate manner
5. No food or drinks (other than bottled water) are allowed in the lab.

## Grading:

- The following percentages will be used in calculating your grade:

Tests - 40%

Homework - 35%

Quizzes - 25%

- The grading scale Brandon High School has established is as follows:

94 - 100 = <b>A</b>	87 - 89 = <b>B+</b>	77 - 79 = <b>C+</b>	67 - 69 = <b>D+</b>	↓60 = <b>E</b>
90 - 93 = <b>A-</b>	84 - 86 = <b>B</b>	74 - 76 = <b>C</b>	64 - 66 = <b>D</b>	
	80 - 83 = <b>B-</b>	70 - 73 = <b>C-</b>	60 - 63 = <b>D-</b>	

- I will attempt to provide you with a grade sheet as often as possible. During the interim time, if you have a question, please ask and I will let you know where you stand.
- Your semester grade will be weighted using the following percentages:  
1<sup>st</sup> 9 weeks - 45%                      2<sup>nd</sup> 9 weeks - 45%                      Exam - 10%
- Each student will need a folder for this class. Notes, handouts, and worksheets will be used throughout the semester. Previous worksheets and handouts will be your study guides for upcoming tests. I will take test material from these sheets.
- Cheating is wrong and will not be tolerated. The first time a person is caught cheating will result in a zero for the assignment. The second time will be an E for the grading period. The third offense will result in an E for the semester.

## How to Contact Me:

If you feel you need to speak with me outside of class, feel free to see me on my conference period, before school or after school. You can reach me at the high school by calling (248) 627-1820 x1130. If I don't answer, leave me a message and I will return your call as soon as I can. My e-mail address is [elott@brandon.k12.mi.us](mailto:elott@brandon.k12.mi.us).

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

Parent Signature\_\_\_\_\_