

Coginchaug Regional High School
Course: Accounting I
Business Education

Teacher: Ms. Wagemaker
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<http://www.mswagemaker.info>

Course Description:

This course is designed to present the introductory concepts and procedures of double-entry accounting and the accounting cycle as applied to both service and merchandising businesses organized as sole proprietorships, partnerships, and corporations. The general journal and special journal approach is used. Both manual and computerized applications will be used. This course provides the skills necessary for entry –level employment as well as a foundation for post-secondary study in accounting or other business areas. To be successful in this course, all classwork and homework must be completed to reinforce accounting topics and procedures.

Textbook(s):

- Century 21 Accounting, Thomson South-Western, 2003.
- Student Working Papers & Study Guide and Recycling Problem Working Papers

General Expectations

In this class, we will adhere to the principles in the RSD13 Code of Ethics.

1. Be Respectful a) Accept everyone for who they are b) Treat others with kindness c) Be open to new ideas and the opinions of others d) Use appropriate language and behavior – swearing is <i>not</i> acceptable! e) Cooperate with your classmates and teacher	3. Be Responsible a) Come prepared for class every day. b) Take ownership for your actions and work c) Complete assignments d) Use your time wisely e) Ask for help
2. Be a good citizen a) Take care of your textbook and class materials and equipment b) Maintain a clean, litter-free working environment	4. Be Committed a) Always put forth your best effort b) Work smart c) Accept challenges d) Participate in class activities
Use or display of cell phones and other transmitting electronics are not allowed in class.	5. Be Honest a) Avoid plagiarism and cheating

Daily Requirements:

You must bring to class each day –

- Textbook
- Workbook(s)
- **Calculator (not on a cell phone/pda)**
- Notebook
- Pen and Pencil
- Completed Assignments
- Positive, Professional Attitude

Grading Policy: Late work is not accepted. Students need to see Ms. Wagemaker in the event of an excused absence to make up missed work.

Chapter and/or Unit Tests	50%
Homework	20%
Projects & other assignments	20%
Participation/Professionalism	10%
Total	100%

Note to Seniors: No student shall be exempt from this course’s final exam if they have any referrals or disciplinary issues from this class or any missing course work. This is in addition to any school policies regarding exam exemptions.

PowerSchool Assignment/Grade Policies and Expectations

As your teacher, expect me to provide timely feedback and grading of your work. Some assignments will be listed in PowerSchool in advance of the due date, some will not be entered until the due date. I will use the following codes in PowerSchool for all assignments and tests:

Collected (✓)	Work has been handed in/completed in on the due date. Expect me to post this status within 1 day of due date
0	Nothing was handed in /submitted by due date. I do not accept late work
ABS	Student was absent on due date and must see me to discuss make up work
Exempt	Student was excused from the assignment. This will usually have an additional comment explaining the exemption
Numeric grade	Expect most all graded assignments to be entered by the next class. Longer project work may take longer for me to evaluate and enter grade into PowerSchool

Classroom Rules/Procedures

In all Business Education courses at CRHS we will adopt classroom policies by which all students are expected to behave professionally, appropriately, and in a manner that would be expected of them in a business environment.

Any behaviors that :

- Do not conform to the General Expectations outlined in the class syllabus OR
- Demonstrate unprofessional or disrespectful behavior OR
- Violate the Code of Conduct at CRHS will result in:
 - a. An assigned teacher detention and a phone call/email home (first occurrence)
 - b. A written referral to the Assistant Principal and a phone call home. (subsequent occurrences)

This applies to all the General Expectations listed above.

Seat Assignments:

1. Students will sit in their assigned seats.

Food & Beverages:

2. Consumption of food or drinks is not allowed during class.

Participation Procedure:

3. Students are required to raise their hands if they have an appropriate question/comment and wait to be called on by the teacher.
4. Students may leave seats to sharpen pencils, etc. only during independent assignments, such as assigned problems, tests and quizzes.

Lavatory Visits:

5. Passports to the lavatory will be signed by the teacher only during independent assignments. Frequent or excessive visits to the lavatory will be referred to the school nurse and assistant principal.

Dismissal

6. Students will be *dismissed by the teacher* at the end of the block.

Personal Electronics

7. Use of personal electronic devices (iPods, cell phones, etc) may only be used at the discretion of the teacher. Cell phones and other transmitting/receiving electronics cannot be used as calculators. At no time are cell/smart phones to be used for any other purpose. Failure to follow this policy will result in confiscation of the device to the front office, a detention and call home.

Student/Parent Acknowledgement

I have read this document and understand the classroom expectations in Accounting I/II.

Student Name/Date

Parent/Guardian Name/Date

Parent/Guardian Phone # or Email Address

Best time to call

R-Rated Movie Permission Slip

During the course of this class, we will be showing movies as learning tools. Some of the movies we will be showing will be R-rated, although they will be appropriate and relevant to the learning process. All movies shown will have a follow-up assignment and a discussion.

I _____ GIVE / DO NOT GIVE
(Parent's name) (Circle One)

my permission for _____
(Name of youth)

to watch R-rated movies in Ms. Wagemaker's class.

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(Signature)

Date

The following is a list of some of the movies we may be showing:

Enron: The Smartest Guys in the Room (R)
Catch Me If You Can (PG-13)

If you DO NOT want your child to view R-rated movies, please indicate this by circling 'DO NOT GIVE'.

Please feel free to email me at swagemaker@rsd13.org or call me at 860-349-7215 if you have any questions or concerns.

Ms. Wagemaker
