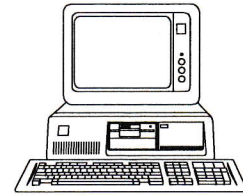


Accounting



WELCOME TO ACCOUNTING !!

Accounting is designed to place emphasis on basic principles, concepts, and procedures of accounting. Students are introduced to techniques of keeping special types of business records and are taught ways to use various types of related office equipment. Automated accounting software is introduced in the course; however, students are expected to have a thorough understanding of manual accounting before practicing with computerized accounting.

- I. Instructor: Dr. AnnaKay Holland, RHS Career/Technical Office: 331-2110, ext. 1203.
- II. Fees:
- A. A \$30.00 supply/computer fee for the year is payable by the end of the first week of school.
 - B. The above fee includes a workbook fee, which will be ordered by the instructor.
- III. Textbook: (Provided by school)
Century 21 Accounting, 9th Edition, Gilbertson, Lehman, Ross, & Hanson, South-Western Publishing Co., 2009

Accounting with Peachtree Complete, Carol Yacht, South-Western Publishing Co., 2009

- IV. Supplies Needed:
- A. Workbook (ordered by teacher)
 - B. Pen or pencil (for notetaking)
 - C. **Pencil and ruler** (for workbook problems and tests)
 - D. Your choice of (for notetaking):
 - (1) Medium-sized spiral notebook (divider with "pockets" would be nice)
 - or
 - (2) loose leaf paper in a 3-ring loose leaf notebook ("pocket" divider would be nice)
 - E. Pocket-sized calculator (inexpensive--you can get these for less than \$6-\$8)
 - F. Optional: some kind of pencil pouch or something similar would be helpful in keeping up with your calculator and pencils/pens

V. Grading Method:

Nine Weeks' Grade:

A.	10%	Employability Skills
B.	30%	Homework Checks
C.	60%	Tests
	100%	Total

RHS Grading Scale:

A = 90 - 100
B = 80 - 89
C = 70 - 79
F = 69 and below

A. 10% Employability Skills

On the job, it is so important for you to be organized, to be able to follow directions, to be at work on time, to have good attendance, to keep neat work areas, and to maintain professional behavior. In an effort to help build these characteristics in each business student, part of every nine weeks' grade will be "Employability Skills." Everyone begins each nine weeks with a grade of 100 for Employability Skills. It is so easy to keep the 100 and let this portion of your total grade help your average; or, you can lose points from this part of your grade and hurt your average for the following reasons:

1. Failure to follow classroom rules = -2 points per violation
2. Failure to clean up your work area and leave it neat = -2 points per violation
3. Coming to class without proper supplies (pencils, workbook, calculator, textbook, etc.) = -2 points per violation

4. Any disorderly conduct that interferes with our classwork = -2 points per violation
5. Repeated misbehavior will result in a zero employability grade

B. 30% Homework Checks

Daily homework will be checked. Only three daily grades are possible: 100 for attempting all of the homework; 50 for attempting part of the homework (has to be a valid attempt); and 0 for not doing any of your homework.

C. 60% Tests

Tests can be either in written (questions) form or in production (problems) form. Occasionally, a textbook problem may be given as a "pop" test. Make-up tests will be given if a student is absent on a test day; however, it is your responsibility to schedule the make-up test with me. All make-up work is due within three days of the absence.

D. Honesty

Students are expected to exemplify honesty at all times. Examples include but are not limited to, questioning by teachers or administrators, homework, and tests. Cheating will not be tolerated at Russellville High School. Any student caught cheating will be given a zero on that test or assignment and a zero for that nine weeks' employability grade.

E. iNOW Home

Grades are posted each week on Wednesday; therefore, if a test is given on Thursday or Friday, it will be the following Wednesday before all grades are up-to-date. Please notify your parents of this posting date when they are checking grade reports on iNOW Home.

VI. FBLA:

All students enrolled in Business Classes are eligible for membership in FBLA (Future Business Leaders of America). Joining FBLA is a great way to supplement your business education. See one of the business teachers (Dr. Holland or Mrs. Moore) for information about membership; dues are \$15.00 per year (includes local, state, and national dues) or \$25.00 per year (includes dues and t-shirt).

Please return this page to Dr. Holland. The rest of this course outline should be kept.

I have read the above course outline, and I understand what is expected of me this year in Accounting I.

Student's Signature

Date

I have read the above course outline, and I understand what is expected of my child this year in Accounting I.

Parent's Signature

Date

It is the official policy of Russellville City Schools that no person shall be denied employment, be excluded from participation, be denied the benefits of, or subjected to discrimination in any program or activity on the basis of race, color, disability, sex, religion, national origin, or age. The Assistant Superintendent, has been designated as the person coordinating the effort to implement this nondiscriminatory policy. If there are questions or concerns, contact him by phone at 331-2000 or in writing at 1945 Waterloo Road, Russellville, AL 35653. RHS Business Classes are open to all students. See Dr. Holland or Mrs. Moore for more information about any business class.