Ms. Sierra Roberts

**Now you can upload your resume directly to** [**Monster**](http://www.monster.com/) **using Word 2007!**

1. [Install Monster’s Easy Submit](http://www.monster.com/MonsterResumeEasySubmit/Install/) add-in by clicking the “Install” icon on the menu ribbon.
2. Once installation is complete, **restart Word.**
3. Click on the “Upload” icon to upload your resume to Monster.

For any issues or questions, please visit the [Easy Submit installation support page](http://r.office.microsoft.com/r/rlidEasySubmitHelp?clid=en-US).

**To close this reminder, click the border and then press DELETE.**

536-0053 X5333 ⚫ sroberts@ejps.org

Course Name: Accounting I

Office Hours: Monday-Wednesday: 9:12-10:12 Friday: 8:05-9:08

Course Description

Students considering any career in the field of business should take this class! This class is offered to students as an elective. The student will develop skills basic to the accounting department of a small business and establish a foundation of knowledge for the accounting functions in any organization. Areas of study: starting an accounting system, recording business transactions, accounting procedures for sole proprietors and closely held corporations, petty cash procedures, and payroll accounting.

This course can be applied as 4th Year Math credit and/or 1.0 Technology credits.

Prerequisite – successful completion of BMT.

Course Content

|  |  |
| --- | --- |
| 1st Marking Period |  |
|  | * Accounting for a Service Sole Proprietorship
 |
|  | * Analyzing Business Transactions
 |
|  | * Journalizing and Posting Transactions
 |
| 2nd Marking Period |  |
|  | * Cash Control Systems
 |
|  | * End of Period Activities and Financial Statements
 |
|  | * Semester Exam
 |
| 3rd Marking Period |  |
|  | * Accounting for a Merchandising Corporation
 |
|  | * Journalizing and Posting Transactions
 |
|  | * Payroll Procedures
 |
| 4th Marking Period |  |
|  | * Distributing Dividends
 |
|  | * End of Period Activities and Financial Statements
 |
|  | * Final Exam
 |

Supplies Needed

* Pencils (no pens; pencils only)
* 2-pocket folder or other storage binder
* Active e-mail account (Gmail preferred)

Grading Procedures

|  |
| --- |
| Marking Period Grades will be calculated as follows: |
| Assignments & Homework =  | 50% |
| Quizzes/Tests = | 30% |
| Professionalism = | 20% |
| Semester/Final Grades will be calculated as follows: |
| Marking Period 1 =  | 40% |
| Marking Period 2 =  | 40% |
| Exam = | 20% |

Peer collaboration is encouraged in this class because the ability to work effectively with others is the key to success in the workforce. However, appropriate collaboration is very different than cheating. Academic dishonesty (cheating) will not be tolerated. Cheating on any assignment, project, quiz, test, exam, etc. will result in a zero for all parties involved. The zero will apply regardless of the weight and/or impact on the student’s overall grade. The application of any/all consequences set forth in the student handbook will also apply.

Course Expectations

RESPECT • RESPONSIBILITY • DISCIPLINE

1. Treat others, as well as classroom supplies and equipment with **respect**.
2. Take **responsibility** for your own actions.
3. Practice self-**discipline**.

Consequences- If you choose not to follow these expectations, consequences will result and will vary based upon the incident.

**Parents’ Role**

Parents can play a crucial role in the academic success of their children. By setting high academic expectations, you send a clear message about the importance of academic achievement. East Jordan Public Schools utilize PowerSchool. PowerSchool is a data management system used for grading, attendance, and state reporting. Parents have access to PowerSchool which allows them to monitor student progress. Parents can sign in and check progress at any time or set the program to send email alerts at designated intervals. Log-in information will be supplied to parents in the second week of September. If you don’t have reliable internet access and would prefer to speak with a teacher, you can do so by calling them during their office hours. When teachers and parents work together, students get a clear message about expectations. We look forward to a successful partnership!

Please sign and return the next page, indicating your understanding of the above policies and procedures.

Ms. Sierra Roberts

Accounting I

Course Syllabus

Student Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour:\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Optional but helpful)