

# **Student Expectations**

Accounting I

Ms. Johnson

## **Materials**

- 3 Ring Binder (2-3 inches wide)  
All assignments must be kept in the binder.
- Calculator
- Pencil
- Accounting 1 Textbook & Worksheet Packets
- MyAccountingLab

## **Classroom Rules**

- BE PUNCTUAL  
Be in your seat before the bell rings. Remain in your assigned seat, unless you have permission to get up.  
Example: Do not stand up and sharpen your pencil during a discussion.
- BE RESPECTFUL  
This means to fellow students, school property, and to me. This also means absolutely NO talking back. Keep body language appropriate as well.
- NO LATE WORK  
You must turn in your assignments, etc before or when they are due. A zero will be given for work not turned in on time. A zero will also be given until absentee work is made up; in appropriate time. Written assignments with NO name or emailed assignments without name and other required information in the subject line will be given a will also be given a zero. (no name, no credit)
- DO YOUR BEST  
Come with a positive attitude. If you believe that you can achieve, then you will succeed!
- COMPUTER USE RESTRICTIONS  
Unless preapproved, Internet and computer use not related to class will result a 1 week suspension of computer use during the school hours. Arrangements will have to be made to keep up with assignments. School policy for inappropriate use of technology will also be enforced.

## **Helpful Hints**

1. The correct way to label an email will always be available to you on the website and on the classroom bulletin board. You will have two weeks to master the new skills and expectations for electronic mail.
2. When an email is sent it is “timestamped.” If you emailed an assignment, the date will always be recorded within the email. Below is the definition:  
A **timestamp** is a sequence of characters, denoting the date and/or time at which a certain event occurred. A timestamp is the time at which an event is recorded by a computer, not the time of the event itself.  
(Encyclopedia.com)
3. If you have any computer problems contact me IMMEDIATELY!
4. Don't wait until the deadline to turn in assignments. You are responsible for turning work in on time, not the computer.

## **Expectations**

- Bring a calculator, pencil and eraser daily.
- Do not turn on the computers unless instructed.
- All assignments are to be kept in a three-ring binder in an orderly fashion. The binder may be used on the final exam.
- Please be sure to ask questions of the instructor to help in understanding content and problem applications.
- Read the directions first!
- Behave in class and follow all rules.
- Work cooperatively with classmates when appropriate.
- Do not cheat. You will be assigned a zero.
- Turn in assignments into appropriate class basket.
- When you are absent it is YOUR responsibility to get missed assignments and make any needed arrangements. Homework is due according to the student handbook.
- Chapter Topics

Chapter 1 – Accounting an the Business Environment

Chapter 2 – Recording Business Transactions

Chapter 3 – The Adjusting Process

Chapter 4 – Completing the Accounting Cycle

Chapter 5 – Merchandising Operation

Chapter 6 – Accounting Information Systems

Chapter 7 - Internal Control Cash

## **Grading**

60% of quarter grade will be:

- Written examinations from chapter and cycle tests
- Daily quizzes

30% of quarter grade will be:

- Open Book Tests
- Application Problems
- Mastery Problems
- Vocabulary

10% of quarter grade will be:

- Working together and on your own - Multi-Column Journals
- Binder Checks
- Class Participation

**Semester exams are worth 20% of the semester grade!!**

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I have read and understand the materials needed classroom rules, teacher's expectations, and the grading system.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date