



Welcome to Accounting 1  
**Ms. Piening**  
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## Course Description

Sophomores and juniors are encouraged to take this course so they may elect to take Accounting 2. Students who plan to major in any field of business in college and who want to know more about managing their money should take this course. Students will learn to plan, summarize, analyze, and interpret financial information. They will also develop traits such as neatness, accuracy, perseverance, responsibility, logical thinking, and the ability to follow directions in solving problems. The study of accounting will prepare students for employment, assist them in keeping personal records, and form a basis for future experiences in finance.

## Rationale

Instruction in accounting plays an important role for students who are preparing for accounting or finance careers. It is a crucial component of an academic background for students who will pursue entrepreneurial ventures. All students, regardless of their occupational choice, will benefit from accounting instruction as it is an integral part of every business institution and organization. Everyone will find accounting knowledge useful in keeping their personal records.

## Enduring Understandings

- Accounting is the language of business.
- Many factors related to accounting influence the success of a business.
- The accounting cycle helps us understand the operation of a business.
- Accounting knowledge is used in your personal and business life.

## Materials

**Accounting Text:** Gilbertson and Lehman. (2008) Century 21 Accounting 9E. South-Western Publishing. Each student will have an accounting book to take to/from Accounting class. You may leave it in my cabinet at your own risk.

**Calculator:** Bring your calculator, daily.

**\*\*The student is responsible to have their text and materials ready when the bell rings.\*\***

**Classroom Expectations:** This class is structured much like an actual business environment. Therefore, you should treat all expectations as criteria for evaluation of your performance as an employee. In this class, you will be expected to:

- Come to class on time every day. Good employees are rarely late for work and are usually early!
- Attend class unless completely unavoidable. If you are ill and could make others sick, you have a reason to miss school. Please use discretion when "calling in" and not coming to school. Most jobs only allow a certain number of sick days a year.
- Redo work when it is not perfect. If you were composing an email at work, you would not send it with errors! Therefore, all business assignments must be done correctly. If it is not done correctly the first time, expect to revise and resubmit.
- Keep work space clean and tidy. Clean up scrap paper and keep all class materials neatly on your desk.
- All books must be returned to the proper shelf in the cabinet before leaving class.

**TAKE CARE OF THE COMPUTER EQUIPMENT!** If this was a computer you used at work you would be held responsible if something happened to it.

**Cell Phone Policy:** Much like a business environment, cell phones should be put away. A supervisor in workplace would offer consequences for constantly looking at and using cell phones.

**Reading or other homework:** Some days you may finish your work early (we will work on a chapter a week). Bring something else to work on. Internet use during this time will be limited to school work.

Grading Guidelines		Grading Scale	
		Percentage	Grade
Quizzes/Tests	45	90%-100%	A
Daily Assignments	40	80%-89%	B
Final (required)	15%	60%-69%	D
		Below 60%	F
<b>Total</b>	<b>100%</b>		



### Late Work

Students will be expected to turn in all assignments on time. There will be a deduction for work turned in late, without prior arrangements. Please note that it is better to turn your work in late than it is to get zero points for not turning it in at all.

### Attendance

Students are expected to attend class and to be responsible for any material presented in class. Each lesson will build upon previous concepts; therefore, **good attendance will play a key part in your success in Accounting!** When you are absent, check my web page for missed assignments.

### Absences and Tardies

Assignments, quizzes or tests given during an **excused** absence may be made up. **Students are responsible** for checking my web page, and completing missed work at home when absent. Tests must be made up the next Academic Lab upon returning to school. On the occasion a student cannot make the next Academic lab, please note **make up tests must be completed within 1 week** of original test date.

Students are expected to be in their seat, ready to work, when the bell rings. In the event that a student is tardy, he/she must have a pass from the office or another instructor. The PCH policy for absences, unexcused absences and tardies will be followed. Refer to handbook, pages 5 and 6.

### Academic Integrity

Academic integrity requires that students do not cheat or knowingly assist another student to do so. This includes:

- Do NOT submit another student's work as your own.
- Do NOT allow another student to submit your work as his or her own.

Those students who choose to cheat or knowingly assist another student to do so will receive a failing grade. Parents and the grade level principal will be notified. Additional action may be taken. Refer to handbook, page 10.

### Ms. Piening's Conduct Expectations

1. **Electronic devices are to be out of sight and on silent during class**
2. **Be respectful**
3. **Be prepared**
4. **Be on time**
5. **Participate and contribute**
6. **Maintain a positive attitude**
7. **Treat others as you would like to be treated**

