

# Catholic High School 2009-2010

## Accounting Class Syllabus

**Teacher:** Mrs. Williams  
[kwilliams@chsfalcons.org](mailto:kwilliams@chsfalcons.org)  
256-430-1760 ext 139

**Textbook:** Century 21 South-western Accounting 8E Multicolumn Journal

**Working Papers Journals:** One book, ch. 1-16

**Needed for class:** Calculator  
Pencils with erasers  
Books and working papers book  
3-ring binder  
Index cards & paper

**Course work:** We will cover 15-16 chapters during the school year. By the end of the course you should know about different business entities, different accounting procedures, how to balance a checkbook and how to analyze simple financial statements. In addition, you will see how ethics plays a big part in the accounting profession. You will also be required to complete a project involving Quicken (a personal accounting software program) in the second semester.

**Expectations:**

1. Be on time and be prepared for class. This means you are to have all books and materials each time we meet.
2. Homework assignments completed.
3. Be ready to participate.

**Behavior:** This is a business course. I expect behavior conducive to a business environment. Treat this class like you would a job. In turn, I will treat you with respect and trust. If you do something to break that trust, you will have to earn it back.

Talking to others while I am speaking will not be tolerated.

No gum allowed.

Proper uniform attire. This will be checked at the beginning of each class.

Raise your hand to ask questions, unless a group discussion is in progress.

Abide by the rules in the student handbook.

Treat others with respect

No sleeping in class

**Books:** These books are not yours to keep. Please, no writing in them, that is what you have paper for. Please use a book cover and treat your books with respect as well. The working papers are yours to use. There is also a disk in the back of your textbook. Please do not loose it and have it with you at all times. You never know when we will take a trip to the library to use it.

**Notebook:** You will be required to keep all papers in a 3-ring binder, in an organized manner. You can organize by chapter, or put tests, quizzes and notes separate but still in chapter order. There will be random notebook checks and this will count towards 10% of your overall grade. Easy A for 10% if you stay organized. You will receive 20 pts each time it is checked, for a total of 100 points per semester.

<b>Grading:</b>	Tests	30%
	Homework	30%
	Class Participation/Notebook	10%
	Quizzes	10%
	Business Simulations	20%

**Absences:** If you miss class, homework needs to be turned in the next class day. You will have 1 B-day class to make up work from the day missed. If there is a test the day you come back from being absent, you will still be required to take the test that day. Notices for tests are given in advance. Just because you miss the review day for the test does not mean you get to exempt it that day you return. You will be expected to take it with everyone else.

**Cheating:** This is not allowed in class at all, either on homework or tests. We will work together at times, but this does not mean copying your neighbor's work. You are responsible for proving that it is your work. Also, do not copy homework. Homework is what helps prepare you for the test. Everything in my class is cumulative so make sure you stay up to date and understand the material before we move on.

This course is designed to help prepare you for the working world and maybe even help you decide on a career in accounting. I am very excited to have this opportunity to share my knowledge of accounting with you and pass along my love of the subject. It is a very exciting topic that you can carry with you through the rest of your life.

Please contact me via email or my voice mail through the school if you have any questions regarding this course. This course requires a lot of work and that is the only way to absorb all this information and apply it. This will be a fun, exciting year!!