***Accounting Fall 2015, 6th Period***

Carly Shellhammer

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***COURSE DESCRIPTION***

This fast-paced course is designed to prepare students with accounting concepts and skills for college level accounting procedures for a sole proprietorship. Technology is integrated through the use of online working papers. Professional business ethics are featured throughout the course. During the spring semester, student may have the opportunity to enroll in College Accounting through Northwest Arkansas Community College. The spring semester includes more detailed accounting concepts and procedures including inventory, internal controls, and payroll for corporations.

***Supplies***

Please bring to class each day:

* Binder or Folder
* Pencils
* Spiral notebook or 3-ring binder with loose leaf paper
* Calculator
* Access to a computer outside of class to complete any assignments.

***GRADES***

**The Semester average is determined by the following percentages:**

Cumulative semester average: 80%

Semester final exam: 20%

**Cumulative Semester grades:**

Tests/Quizzes: 80%

Assignments/ 20%

Daily participation:

***REMIND***

I use a service called Remind ([www.remind.com](http://www.remind.com)) quite regularly throughout the school year for quick reminders, notification of change of plans, send encouraging words, etc. I am requiring each student to sign up for this service. What's great is that I can text you without you knowing my cell phone number or me knowing yours! Your parents/guardians are also welcome to sign up.

Using your cell phone, text the specified message to the phone number 81010

6th Period Accounting “@account6th”

**Late/Make-up assignments and Tests**

***Assignments*** :

Assignments are due in class on the date indicated. The student is responsible for obtaining all make-up work. The lesson plan/assignments are posted in the classroom at the beginning of each week. The lesson plan/assignments are also be available on RenWeb. For assignments, students will have time to complete their work equal to the time missed. Late assignments will be reduced by 50%. Late assignments will not be accepted after the chapter test has been given. Any videos watched during class will be made available via my class website ([www.cshellhammer.weebly.com](http://www.cshellhammer.weebly.com)) and/or a shared dropbox folder. It is the student’s responsibility to review the material missed while absent.

***Tests/Quizzes***:

A student with an excused absence for a test that was announced while they were present will be expected to take the test when they return (as defined in the student handbook). If other arrangements need to be made to makeup tests, they must be made in advance.

**Missing work and Absence/Tardy Policies**

Tests, assignments, etc. that are not completed by the due date will be entered into the grade book with an "M", worth zero points. If the student has an excused absence, that "M" will be changed into the grade the student earns when the work is completed in a timely manner according to the student handbook and turned in.

* Excused absences: result in 100% credit for all make-up work completed within the allotted time frame.
* Unexcused absences: result in 0% credit for all missed work including tests.
* Planned absences: result in 100% credit for all make-up work completed within the allotted time frame.
* Excessive absences: 7 absences per semester will be considered excessive. See the student handbook for penalties related to excessive absences.
* Tardies: Four tardies per semester in the same class will be considered excessive. The fourth tardy will constitute Thursday morning detention at 6:45am.

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| Accounting, Fall 2015 | |  |
| Week 1 | Course info/Overview |  |
| Week 2 | Chapter 1: Starting a proprietorship | Audit your Understanding (AYO)  Application and Mastery Problems (AMP) |
| Week 3 | Chapter 1: Starting a proprietorship | AMP |
| Chapter 2: Analyzing Transactions | AYO and AMP |
| Week 4 | Chapter 3: Journalizing Transactions | AYO |
| Week 5 | Chapter 3: Journalizing Transactions | AMP |
| Chapter 4: Posting to a Ledger | AYO |
| Week 6 | Chapter 4: Posting to a Ledger | AMP |
| Week 7 | Chapter 4: Posting to a Ledger | AMP |
| Chapter 5: Cash Control Systems | AYO |
| Week 8 | Chapter 5: Cash Control Systems | AMP |
| Week 9 | Accounting Cycle/Proprietorship | Reinforcement activity 1, Part A |
| Week 10 | Chapter 6: Worksheet and Adjusting Entries for a Service Business | AYO |
| Week 11 | Chapter 6: Worksheet and Adjusting Entries for a Service Business | AMP |
| Week 12 | Chapter 7: Financial Statements for a Proprietorship | AYO |
| Week 13 | Chapter 7: Financial Statements for a Proprietorship | AMP |
| Week 14 | Chapter 7: Financial Statements for a Proprietorship | AMP |
| Chapter 8: Recording Closing Entries and Preparing a Post-Closing Trial Balance | AYO |
| Week 15 | Chapter 8: Recording Closing Entries and Preparing a Post-Closing Trial Balance | AMP |
| Week 16 | Accounting Cycle/Proprietorship | Reinforcement Activity 1, Part B |
| Week 17 | Review for Finals |  |
| Week 18 | Finals |  |