

Accounting I - Mrs. Cyrenna Moreno
CLASS EXPECTATIONS AND DISCIPLINE PLAN

- ATTENDANCE:** Must be present at least 60 minutes to be counted present.
- TARDIES:** I track tardies! If the student is late to class, I will follow the school handbook for consequences.
- ASSIGNED WORK:** There is a 3-day extension for any assignment not turned in on time. During this time, there is no penalty for late work. After 3 days, no credit is given.
- MAKE UP WORK:** If a student misses a day, he/she must arrange to make up the work missed. Do NOT count on making it up in class on the next day- you WILL get behind.

CLASSROOM BEHAVIOR RULES:

- BE RESPECTFUL to the teacher and classmates.
- BE PREPARED: Bring paper, class notebook and pen or pencil to class every day.
- BE ON TIME: Come to class on time with a good attitude to learn.
- BE RESPONSIBLE. You are responsible for any damage you do to equipment, for operating equipment safely and for not surfing to **non-approved** internet sites.
- LISTEN. Follow directions the first time they are given.

DISCIPLINE PLAN: Choosing to disobey a rule or cause a disturbance results in the following:

- 1st Offense - Verbal warning
- 2nd Offense - Parent will be contacted & written warning
- 3rd Offense - Teacher Detention - 30 minutes before or after school & parent notification
- 4th Offense -Principal Referral & parent contact

GRADING SCALE: Daily Assignments 40%, Tests 35%, Journal 15% and Participation 10%.

I have read and understand Mrs. Cyrenna Moreno's CLASS EXPECTATION AND DISCIPLINE PLAN and the Dorman High School Network Code of Conduct.

STUDENT NAME & SIGNATURE _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Parent (s) email address: _____

Course Syllabus: Accounting I

1. Careers in Accounting
2. Starting a Proprietorship
3. The Accounting Equation
4. The Balance Sheet
5. Owner's Equity
6. Debits and Credits
7. Journalizing Transactions
8. Posting to a General Ledger
9. Checking Accounts
10. The Worksheet
11. Financial Statements
12. Adjusting and Closing Entries
13. Preparing Payroll Records
14. Starting a Partnership
15. Sales and Cash Receipts
16. Uncollectible Accounts Receivable
17. Plant Assets and Depreciation
18. Inventory Methods
19. Notes and Interest