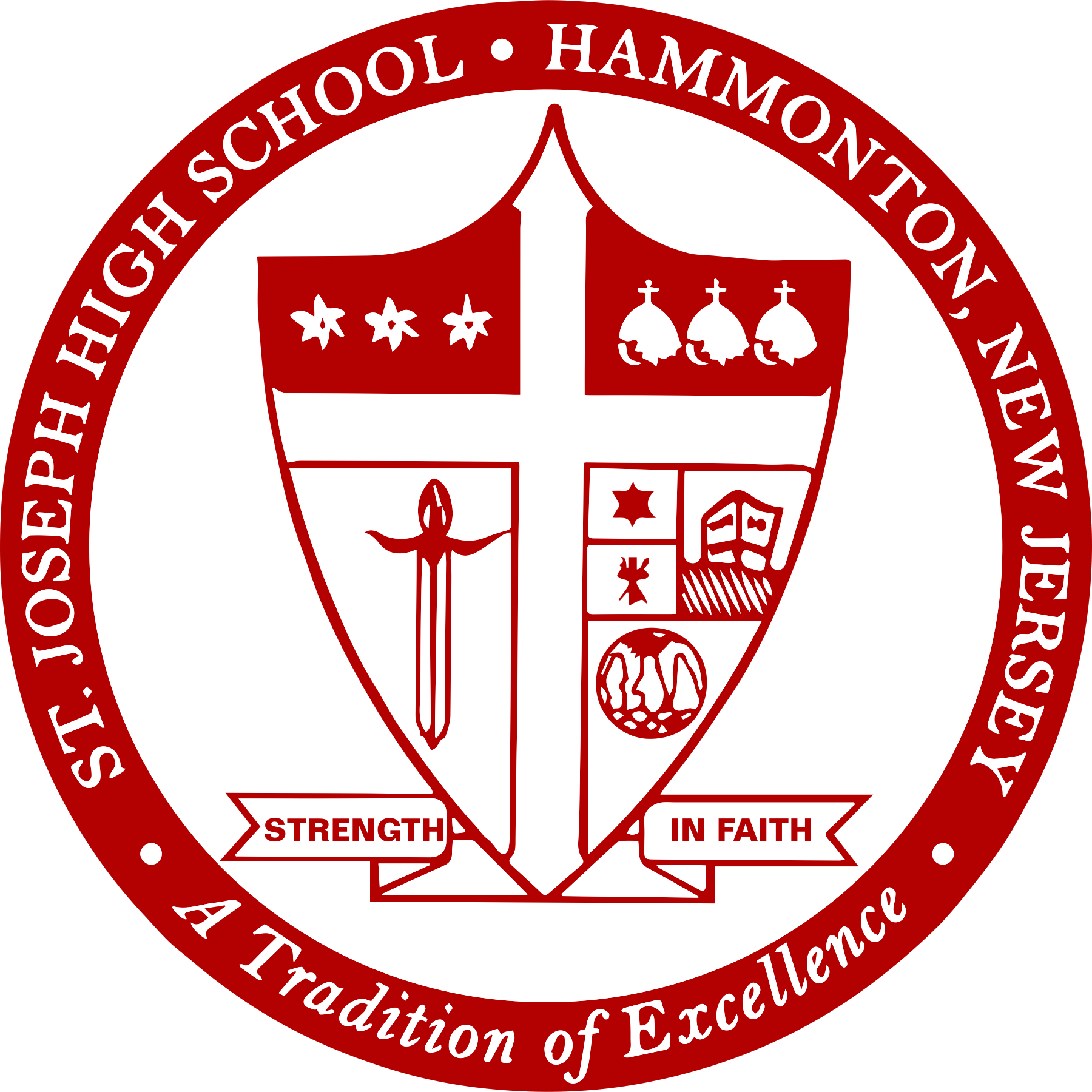
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**St. Joseph High School**

**Syllabus: ACCOUNTING**

**Mrs. Maureen Dean Business/Technology Department**

**Philosophy:**

**The students should have a concern and love for Christian living. They should know the importance of a good education and of becoming a responsible young Christian. They should also take the knowledge that they obtain in the classroom and apply it to everyday life.**

**Course Objectives:**

* **To infuse the students with an interest in learning and a desire to succeed and to grow through teacher led lectures, group discussions, hands on activities and cooperative interaction.**
* **To develop the skills necessary for this college level required course in all Business Majors, current and in the future.**
* **To use this beginning so that the students develop both spiritually and academically, for the preparation of their post-secondary years.**

**Course Outline:**

* **Quarter 1 and Quarter 2 Introduction to Accounting and the mastering of the entire Accounting Cycle (9-STEP)**
* **Quarter 3 – Real World Company Simulation**
* **Quarter 4 – Payroll and Taxes, Turbo Tax and Introduction to Marketing**

**Class Assessment:**

**(PLEASE EXCERISE YOUR CHILD’S GRADE INFORMATION WITH POWER SCHOOL ACCESS – RIGHT SIDE OF SCHOOL WESITE CLICK: PARENTS)**

* **45% - (Level I) Tests, major projects, major facets of the company simulation, major exercises in the nine steps of accounting, etc.**
* **30% - (Level II) Quizzes, technology assignments, minor facets of the company simulation, minor exercises in the nine steps of accounting, etc.**
* **ALL LEVEL I and II assignments must be deliverd to class the day it is due, no work will be accepted late THERE ARE NOT EXCEPTIONS TO THIS POLICY**
* **5% - CLASS INVOLVEMENT – This category involves class involvement and class preparedness.**
* **20% - HOMEWORK. \*\*\*PLEASE TAKE NOTE\*\*\* Homework will be given each night of class. Each homework is valued at 5 to 20 points. Each time homework is not completed or is not brought to class, when due, you will not receive that 5 point credit (no exceptions). Homework and class work are a vital part of understanding, practicing and expanding what we learn. All daily homework assignments are posted white board, homework site, but what I tell them in class takes priority of the above for the students. This section is not only a reinforcement of what is completed in class, but increases the student’s grade average, rewarding them for their dedication to hard work in this course.**

**Necessary Materials:**

* **Glencoe Accounting First-Year Course Textbook on school website (Bookstore)**
* **Note: \*\*Please see my website for direct information about this book. A USED TEXTBOOK ONLY is fine (amazon).**
* **Glencoe Accounting First Year Workbook – Chapters 1 to 13 (THIS MUST BE NEW) – (Bookstore) or Note: \*\*Please see my website for direct information about this book.**
* **Also Needed: Notebook, pencils and calculator. Must have access to computer during this course, as well as a printer.**
* **You must print out your own work, please do not ask office staff to do that. If you print out articles please copy and paste the url to:** [**www.printerfriendly.com**](http://www.printerfriendly.com) **it will take out all advertisements and pictures as well as save ink.**

**Procedures and Policies:**

* **Students should be prepared with appropriate materials for each class with the following items: pens, textbook, folders, notebook.**
* **Each student will remain in his/her seat during lessons and raise his/her hand before answering or asking questions.**
* **Each student will treat adults and students in a respectful Christian manner.**
* **Students are expected to be on time for class.**
* **Each student is expected to have homework and class work assignments on completed on time.**
* **Students are expected to take missed tests on the day he/she returns to school.**
* **Students are expected to practice good Christian morals.**
* **Students are expected to follow and adhere to all of the rules as stated in the St. Joseph High Student Handbook.**
* **Note: Any student deviating from classroom rules will be held to consequences of the discipline policy as outlined in the student handbook.**

**Personal Technology in the Classroom:**

**Cell phones, computers, tablets, or any other electronic devices, *are not to be used during class time without the permission of the teacher*. Students may not record any audio or any visual element of class without the teacher’s permission. Doing so *without* permission will result in disciplinary action. Any infraction of the “Acceptable Use Policy,” as explained in the student handbook, will be reported to the administration**. **Students may not charge cell phones in the classroom.**

* **Parents/guardians are also encouraged to view subject matter as well and some parental resources in the student's textbook information etc, which can be found at the following website:** [**www.mdeanstjoe.weebly.com**](http://www.mdeanstjoe.weebly.com)

**This website is also found on our website** [**www.stjoek12.org**](http://www.stjoek12.org)

**Click right side: Parents**

**Scroll Down: Teacher Websites (Click on Mrs. Maureen Dean)**

**Contact Information:**

**Mrs. Maureen Dean**

**Email:** [**mdean@stjoek12.org**](mailto:mdean@stjoek12.org) **(BEST contact method)**

**Mrs. Dean’s website:** [**www.mdeanstjoe.weebly.com**](http://www.mdeanstjoe.weebly.com)

**(Please add to your “Favorites” list)**

**(609) 561-8700 Ext. 155**

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**Signatures:**

**I have read and understand the information in the syllabus for this class. I accept all of the responsibilities and conditions outlined within:**

**Parent or Guardian:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  \_\_\_\_\_\_\_\_\_\_\_\_**

**Student:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  \_\_\_\_\_\_\_\_\_\_\_\_**

**(Please detach and return by: 9/19/2017)**