Course Title: Accounting & Finance Foundations (Accounting I)
Instructors: Ms. Martin

Contact Information: Email address: danielle.martin@barren.kyschools.us
School phone: 651-6315
Planning: 2nd Block 9:46-11:15

Course Resources: Textbooks, binder (may be purchased at the school store), basic & financial calculators, pencils, notebook, flash drive, etc.

Course Objective and/or Description:
This course will provide an introduction to both areas of accounting and finance. Topics will include banking, credit, financial literacy, career exploration, spreadsheet usage, and technical writing. The accounting principles taught in this course are based on a double-entry system and include preparing bank reconciliations, payroll taxes, and financial statements. Detailed career exploration in the various fields of accounting will be available. Technical writing will be provided through IPAC business plan curriculum and exploration of case studies. Leadership development will be provided through FBLA.

Units of Study:
Accounting and Finance Math, Accounting Careers, The Role of Money, Organizational Structures, Accounting Terminology, Financial Statements, Payroll, Taxes, Credit, and Budgeting & the Business Plan
• Additional projects may be added throughout the semester as determined by the teacher.

Grading Policy:
Assignments may not be accepted when turned in after the due date. Assignments turned in late will result in points deducted for lateness. Homework and activities will count 5-50 points each. Tests and projects will count 100-300 points each. Cheating will result in a grade of 0 with a discipline form submitted to the office.

Attendance Policy: Students have up to three school days to make up assignments and/or tests due to an excused absence. Work may be made up before or after school and must be scheduled with the course instructor. It is the student’s responsibility to schedule make-up work.

The teacher reserves the right to alter this syllabus at any time during the course.
**Semester Test Policy:** All students are required to complete the semester exams.

**Plagiarism / Academic Dishonesty Policy:** Plagiarism and academic dishonesty are serious offenses. The academic work of a student is expected to be his/her own effort. Students must give the author(s) credit for any source material used. To represent ideas or interpretations taken from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism. Students who commit any act of academic dishonesty will receive a failing grade in that portion of the course work. Acts of academic dishonesty will be reported to the administration.

**Classroom Rules:**
- Rule #1 Be Respectful
- Rule #2 Be Prompt
- Rule #3 Be Prepared

**Consequences:**
- Verbal Warning
- Teacher / Student Conferences
- Office Referral
- Parent Contact

*The above rules are in addition to the classroom rules and procedures attached.*

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The Road to Success

ARRIVAL TO CLASS
- Be in your assigned seat when the bell rings.
- As soon as you arrive in class, log on to your assigned computer.
- Class begins promptly each day.

NO EATING, DRINKING, OR CANDY IS PERMITTED IN CLASS
- This includes bottled water, gum, and suckers.

ASSIGNMENTS
- It is essential to your academic success to complete all assignments.
- All graded work must be kept neatly in a binder or folder. DO NOT THROW ANYTHING AWAY!
- Every assignment must be turned in with your name, date and the assignment name and be placed in the appropriate basket and folder on the bookshelf.
- An assignment turned in without a name will be thrown away.
- Assignments are only made up according to excused absentee or school trip and will be due within three school days. Unexcused absence = no makeup work.
- If you fail to turn in assignments within the three school day limit, you will receive zeroes.
- It is your responsibility to find out the assignment and turn it in within the time limit.
- Assignments to be graded should be placed in the appropriate class folder on the bookshelf and be checked off on the front of the folder.

BE PREPARED
- Bring your materials and blue or black ink pen or pencil to class every day. Pencils/pens will NOT be loaned out by the teacher. Pencils are for sale for $.25. Mechanical pencils are for sale for $1.00.
- Bring your workbook or worksheets. The first one will be given to you. Loss of the workbook will result in a replacement charge.

MANNERS
- Raise your hand if you have a question.
- Do not speak unless given permission by the teacher.
- Respect the teacher, as well as everyone around you.
- If a visitor enters the room or if I receive a phone call from a parent or from the office, you should remain on task and quiet.

HALL PASS
- You will be granted SIX Hall Passes each nine weeks per class. If you do not “cash in” your hall passes during the semester, you may apply it for bonus points at the end of the term.
- When leaving the classroom, do so quietly, not disturbing anyone else.
- You must ask permission and have your agenda book signed before you leave. Please understand that not all requests may be approved, even if you have a valid hall pass.
- You will not be allowed to leave the room without your agenda book/hall pass.

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If you attempt to use another student’s agenda book, you will receive a warning and then a referral to your assistant principal.

Make all restroom visits and phone calls between classes.

CHEATING
- Zero tolerance. WHEN caught, an automatic zero! This includes copying, pasting, using other people’s work or working in pairs when group work has not been designated.
- Your password is to be kept secret at all times. This is your responsibility.

CELL PHONES
- Cell phones should be put up and never taken out for any reason during class.
- If I see or hear a cell phone, I will follow school procedures and take it and turn it in to the office. NO Exceptions!!!!

END OF CLASS
- Close all programs and log out.
- You must remain seated until the bell rings. I dismiss class—not the BELL!
- When leaving make sure your workstation is straightened up and your chair is push up under the table. Place all trash in the trash can.

ABSENCES (Follow School Policy)
- The best way to learn is to be here! It is your responsibility to find out what you missed. Ask a classmate or ask me before or after class.
- Tardies – Tardies disrupt teaching and learning! I will not tolerate! Tardies will be written up and reported to the office!
- Essential questions and bell work are turned in each week for a grade. If absent, it is your responsibility to get the work from a peer. Failure to do so will result in zero points being awarded for those days.

GRADING
- General Grading (Straight-point System)

MATERIALS NEEDED FOR CLASS
Organization is important to be successful in college and in the business world. It will also help you to succeed in this class.
- Three-ring binder or folder to keep graded assignments (for your use, not mine)
- Blue or black ink pen AND pencil
- USB flash drive is recommended.
- Workbooks or worksheet packets. The first one will be given to you. Loss of the workbook will result in a replacement charge.

FUTURE BUSINESS LEADERS OF AMERICA
- FBLA is a co-curricular organization for students enrolled in a business course or has been enrolled.
- Class time will be allowed for FBLA activities and FBLA Projects may substitute for grades on class assignments as approved by the teacher.
- FBLA is a wonderful organization and I strongly encourage you take advantage of the opportunities that FBLA has to offer each of you.

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- Any form of cheating will result in a 0% on the assignment. All of the following are examples:
  - Copying/pasting from student files, internet, etc.
  - Allowing someone else to work in your file
  - Printing extra copies of your assignments
  - Turning in a printed copy of someone’s assignment
  - Talking during a timing or test

  No DISCUSSION!

6. No Talking, unless given permission!

7. DISMISSAL
   - Clean up the area around your desk and throw all trash away.
   - Wait to be dismissed by the teacher.
   - Lunch: The first bell dismisses the lunch crowd; the second bell dismisses you to lunch.
   - During class: You must have your agenda signed to be out in the hallway during class. Permission will only be granted for emergencies.

NOTE: The severity of the punishment will be based upon the rule or expectation that is broken.

“A mind, once expanded by a new idea, never returns to its original dimensions.”
   Oliver Wendell Holmes

“There is no such think in anyone’s life as an unimportant day.”
   Alexander Woollcott

“Do not follow where the path may lead. Go instead where there is no path and leave a trail.”
   Muriel Strode

“Success seems to be largely a matter of hanging on after others have let go.”
   William Feather

“If you can dream it, you can achieve it.”
   —Walt Disney
Return this by Friday, August 12\textsuperscript{th} for a grade of 10 points.

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<th>I have read the course syllabus, classroom procedures, and classroom rules for Accounting I and understand the expectations and requirements for this course.</th>
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<td>Parent Signature: ____________________</td>
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<td>Student Signature: ____________________</td>
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Do you like to win? Do you like to travel? Then you should join Barren County High School’s premiere business association, Future Business Leaders of America. Our FBLA is extremely active in both the high school and the community through a variety of service projects including March of Dimes and sponsoring local families during the holidays. Students participating in FBLA gain leadership, communication and networking skills to assist them in life after high school. In addition, FBLA offers numerous opportunities to compete at the regional, state and national levels. Barren County High School’s FBLA is very proud to have several regional and state officers. At BCHS, FBLA has a winning tradition. Join Barren County High School’s FBLA today!

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