



Beaver Dam High School Syllabus

Department: Business Education School Year: 2014-2015 Course: Accounting 1 Grade Level: 10, 11 and 12 Required Materials: Pen/Pencil, Folder, Calculator, Book Cover, 1 ½” Binder		Course Resources: Accounting Real World Applications and Connections Text Book Moodle Prerequisites: None		
<p>Course Description: This course is a 1-credit introductory accounting course. This course is an important component for high school students to include in their academic background if they intend to pursue a post-secondary degree in Business. All students, regardless of the profession they choose, can benefit from accounting instruction since it is an integral part of every business institution and organization. In this class, you will learn the basic accounting principles, such as the accounting cycle and payroll accounting, using our textbook, as well as Peachtree Accounting and Spreadsheet Applications. You will be required to purchase a book containing simulations used for this class. The cost of these materials is \$40. You may use cash or check to cover the charge (Please make checks payable to Beaver Dam High School).</p>				
Units Covered: Introduction to Accounting, The Basic Accounting Cycle, Accounting for a Payroll System, The Accounting Cycle for a Merchandising Corporation				
Summative Assessments: <ul style="list-style-type: none"> • Quizzes • Tests • Projects 		Formative Assessments: <ul style="list-style-type: none"> • Daily Assignments • Participation 		
Courses at BDHS run in a flexible schedule format. See selection to right for this course’s format:	<u>One-Term 90</u> <input type="checkbox"/>	<u>Two-Term 90</u> <input checked="" type="checkbox"/>	<u>All-Year 45</u> <input type="checkbox"/>	<u>Other</u> <input type="checkbox"/>
School-wide Grading Procedures: Assessments 85% <ul style="list-style-type: none"> • Formative 30% (of assessment grade) • Summative 70% (of assessment grade) Cumulative Final 15%				
<p>Summative Assessments: (this shall constitute 70% of the term grade) Our goal is to assess what the students have learned from what we have taught. Summative assessments reflect the format and content of the formative learning opportunities.</p> <p>Make-up Policy for Summative Assessment: The student may redo the summative assessment one time within one week after completing all formative tasks, and necessary additional learning. It is the student’s responsibility to advocate for this opportunity and make the necessary arrangements.</p> <p>Cumulative Final: At the end of the semester, there will be a cumulative final exam. Students will not be allowed to retake this assessment. This will comprise 15% of the semester grade.</p>				

School-wide Grading Scale:				Contact Information:	
A+	98-100	C+	77-79	Teacher Name: Mary Helgemoe	
A	93-97	C	73-76	Teacher Email: helgemoem@bdusd.org	
A-	90-92	C-	70-72	Teacher Phone: 920-885-7520 Ext. 2170	
B+	87-89	D+	67-69	Teacher Website:	
B	83-86	D	63-66	http://www.beaverdam.k12.wi.us/faculty/helgemoem/	
B-	80-82	D-	60-62	Beaver Dam High School	
				500 Gould St.	
				Beaver Dam, WI 53916	
				www.beaverdam.k12.wi.us	
				(920)885-7520	

Career Education Classroom Expectations

Expectations	Entering & Leaving Classroom	Work Time	Food, Snacks, Cleanliness	Electronics
<i>Responsible</i>	Sign out/in	Stay on task	Leave No Trace All liquids must be in a closed container	Report all problems Last class of the day turns off computers
<i>Respectful</i>	Stay in seats until dismissed	Print only what you need Print school appropriate materials	Push in chair when done	Put away electronic devices Log off when you are done Head phones required Ask teacher permission
<i>Safe</i>	Must have planner to travel No travel first and last 10 minutes of class	Use school-appropriate websites	Student Allergies	Appropriate volume Authorized on-line activity only
<i>On Time</i>	In your seat at the bell	Return to tables when prompted		At the Bell