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# Intro to Accounting Class Information

## Classroom Expectations:

This class is structured much like an actual business environment. Therefore, you should treat all expectations as criteria for evaluation of your performance as an employee. In this class you are expected to:

- ❖ Come to class on-time every day. Good employees are rarely late for work...and usually arrive early.
- ❖ Come to class unless it is unavoidable. If you're absent, it is your responsibility to check with me about missing work.
- ❖ You'll need to purchase a 1 1/2" binder for your working papers. Please bring your binder to class every day and always have a pen/pencil handy.
- ❖ Begin each class period by sitting at the tables. After daily instructions are given, you may log onto your computer (if necessary) and get started.
- ❖ Check the board daily for any announcements/assignment information.
- ❖ Take good care of the new equipment! Be sure to follow the Computer Use Policy if you'd like to continue using the computers in this class.
- ❖ Keep your workspace clean and tidy! Clean up around your area at the end of the hour...even if the mess isn't "yours".
- ❖ The chairs are for sitting in ONLY...not for rolling around the room!
- ❖ **Do your own work!** You are encouraged to work together, but not to copy!

## General Classroom Procedures:

- ❖ You are to save your computer work on your H drive ONLY.
- ❖ Books/materials are to be returned to the bookshelf at the end of each period.
- ❖ Problems with the computers are to be reported to me immediately.
- ❖ You must have your planner if you wish to leave the room.



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This class is like a job. You will be treated and evaluated like employees. Therefore, commitment to quality work is essential for this class.

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You are expected to act responsibly and to report any damages to the computer equipment!

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**Teacher Contact Info:**

Mrs.  
Helgemoe  
Room 407  
Phone:  
885-7520  
ext. 2170  
Email:  
[Helgemoe@  
BeaverDam.  
k12.wi.us](mailto:Helgemoe@BeaverDam.k12.wi.us)  
Call or email  
anytime ☺

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## Absences:

When you are absent it is **your** responsibility to check with me for missed work. You will need to come to me if you need missing handouts, worksheets, and tests.

- You will be expected to make up a missed test or quiz on the day your return from an absence during this class or a study hall. If the test or quiz is not made up within two days, your test grade will become a zero.
- If you are having difficulty meeting the due date on any project, talk with me **before** the due date.

## Assignments:

All assignments must be turned in by the end of the school day on the day the assignment is due to be considered on time. I will always accept work from you, but you will lose points for each day the assignment is past due. All completed assignments should be placed in the tray marked for your class at the back of the room. Make sure your name is on all assignments or you will not get credit.

## Moodle:

I will be setting up a Moodle account for this class. If you are absent or have a question about an assignment you will be able to go online from any computer and access notes and the assignments with due dates.

## MPTC Dual Credit:

You have the opportunity to earn 4 Moraine Park Technical College credits for this class. To be eligible you need to fill out the appropriate paperwork and return it to me. You also must earn a C or better in the class. Then you will receive a report directly from MPTC when this class is over showing the credits you have earned.