



## LISLE HIGH SCHOOL

### Accounting I

#### Contact Information

Teacher	Email	Phone Number
Mr. Scott Waibel	swaibel@lisle202.org	630-493-8365

#### DEPARTMENT MISSION

The mission of the Career and Technical Education (CTE) Department is to provide college and career readiness instruction through a dynamic, hands-on curriculum, providing students the education and skills necessary to prepare them for a specific college major and/or career. Students will acquire the ability to work independently, as part of a team, and think creatively to solve problems.

#### COURSE DESCRIPTION

This course is designed to provide students with a basic understanding of accounting concepts and practices.

Businesses are driven by their incentive to make a profit. Accounting is the recording, reporting, and analyzing of financial information. Accounting will calculate whether or not a business makes a profit. Therefore, accounting is the language of business. Students enrolled in this course will learn this language.

Accounting is also currently one of the biggest growth areas in the job market. Students planning to operate their own business or major in business in college will find this course a must. Accounting is an important course in order to help prepare you for a job, give you a solid background for further business education, and provide you with an understanding of how financial decisions are made.

#### COURSE LEARNING STANDARDS

This course aligns with National Business Education Association (NBEA) Accounting Standards. Upon successful completion of this course, students should be able to:

- Understand the role that accountants play in business and society.
- Describe career opportunities in the accounting profession.
- Demonstrate the skills and competencies required to be successful in the accounting profession and/or in an accounting-related career.
- Develop an understanding and working knowledge of financial statements.
- Identify and describe generally accepted accounting principles (GAAP); explain how the application of GAAP impacts the recording of financial transactions and the preparation of financial statements.
- Complete the steps in the accounting cycle in order to prepare the financial statements.

#### COURSE GRADING POLICY

Students will be graded using homework assignments, quizzes, and tests as follows:

25% - Formative      Includes all written class work, workbook assignments, and homework.





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75% - Summative class Includes quizzes given at the end of each chapter and tests of cumulative material covered in class and text. Please note that failed quizzes can be re-taken for a passing grade (60%) using your book/notes, but must be made up before the next quiz.

### Grading Scale:

90-100% = A    80-89% = B    70-79% = C    60-69% = D    50-59% = F

### Extra Credit:

Extra credit assignments will be available throughout the semester, allowing a student to increase their grade by up to one percentage point per quarter.

### Make-up Quizzes:

Quizzes are to be taken when scheduled. If a student misses a quiz due to a field trip, sickness, etc., they must take the quiz before the next quiz date.

### Semester Grade:

80% 1st--2nd Quarter

20% Final Exam (cumulative)

100%

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### LATE WORK POLICY

Homework will be reviewed in class on a daily basis. Late homework will be accepted for partial credit (less 30% for one day late; less 50% for up to one week late; **no** credit for over one week late).

### COMMUNICATION WITH COURSE TEACHER

For students, face-to-face communication with the teacher is preferred. If not available, email using the address listed above is the next best communication method. For parents, email is the preferred method, followed by a phone conversation for more in-depth or personal communication. All emails/phone messages are expected to be returned within 24 hours.

### OTHER SUPPORT

Forming a study group with fellow Accy I students is highly recommended. Also, Mr. Waibel would be glad to review accounting concepts, homework, etc. on a daily basis before and/or after school. Setting up an appointment in advance would be greatly appreciated.

### TEXTBOOK and MATERIALS

- Text/Workbook: Century 21 Accounting, 10<sup>th</sup> Edition, Gilbertson, Lehman, and Gentene
- Pen/pencil, notebook, calculator, and 2-pocket folder or 3-ring binder

### ATTENDANCE

Updated 8/24/16





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There is a direct correlation between attendance and success in this course. If you are unable to attend a class, it is your responsibility to obtain the class handouts, notes, etc. You are responsible for anything covered in class during your absence, including assignments given and collected.

### **CLASS RULES**

- The LHS tardy policy will be strictly enforced. If you are not in your seat when the bell rings, you are tardy. A fourth tardy will result in a school detention.
- Come to class prepared! This includes bringing your book, workbook, pencil, calculator, etc. to class every day.
- Courteousness and consideration should be practiced at all times during this class. This is in regards to fellow classmates, teachers, and guest speakers.
- Assignments, quizzes, and tests missed due to absence must be made up within a reasonable time after your return to school.
- Students are allowed up to two hall or washroom passes per quarter.
- Electronic communication devices must be used for educational purposes only.

### **CLASS RULES (Cont.)**

- Students may drink beverages in class as long as they are responsible in a safe and appropriate manner.
- No food is allowed in the classroom.

### **ACADEMIC HONESTY**

It is expected that all material submitted for this course is the actual work of the individual whose name appears on the material. Research information must be properly documented. Violations of academic honesty include, but are not limited to, cheating, plagiarism, and receiving help on a test. Copying another person's assignment will result in both the copied assignment and the original assignment guilty of academic dishonesty. A student found guilty of academic dishonesty is subject to failure of the assignment in question and/or failure of the course.

### **ACCOUNTING II**

In order to remain eligible to enroll in Accounting II, a student must earn a C (and preferably a B) or better in Accounting I.

