**CP Accounting I**

**2016- 2017**

**Instructor:** Mrs. Kathy Focht **Office Hours:**

**Room:** D425 · 7:00 am

**Email:** [fockat@wilsonsd.org](mailto:fockat@wilsonsd.org) · Period 7

**Phone:** 610-670-0180 X5035 · Select days after school

· By appointment

**Accounting “The Language of Business”**

It has been said over and over again, Accounting is “The Language of Business”. Every company, big or small, private or public, must record, report and analyze its financial information. Everyone needs Accounting!

Because every business needs accounting, jobs are always in demand. Private Corporations, Public Accounting Firms, the Government, Not-for-Profit Entities, all have on staff or hire accountants to do one or more function in their organization. This field is forever growing. Record keeping, auditing, financial analysis, management decision making, business valuations, investing, fund raising, taxes, government reporting and compliance are some of the many organizational functions fulfilled by accountants.

Many individuals believe they have no need for accounting, until they are promoted to a supervisory or management level and suddenly they have fiscal (financial) responsibilities. At this point they seek out an understanding of accounting.

* Every business major in any university will be required to take financial and managerial accounting. Wilson’s Accounting I and II course combined will provide the information in a college level Financial Accounting Course.

**Course Objective:** *By the end of this course students should be able to*

* Analyze basic financial transactions and record them according to GAAP (Generally Accepted Accounting Principles).
* Prepare and analyze financial statements.
* Read and interpret annual reports at an introductory level.

**Academic Integrity**

The Center for Academic Integrity defines academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility."

**Student Responsibilities for Learning (what I expect from you?)**

* Attend class regularly, arrive on time.
* Actively engage in class.
* Ask questions for clarification of concepts or assignments.
* Turn in complete work.
* Assess your progress regularly and respond promptly to address any deficiencies or weaknesses.
* Accept the consequences when you do not meet your responsibilities as a student.

**Teacher Responsibility for Teaching** (what do you expect of me?)

* Understanding and Helpful
* Group Work
* Flexible
* Projects
* Grades in Skyward quickly
* Relevant
* Moderate pace
* Communicate upcoming events
* Practice within lessons

**Class Procedures**

* **Teacher Absence**
  + When I am not in class, your lesson plans will be on the Class Google Page, first link “Absent Lesson Plans”
  + Any substitute teacher or Wilson teachers covering my class, is to be treated with respect.
  + All Class Procedure remain in place when I am not in the class.
* **Participation**
  + Active participation in class activities, discussions and assigned work will provide you with the best opportunity for learning.
* **Class Resources**
  + Most class resources will be found on my Google Site (Kathy Focht) under the Course Tab.
  + There is also a small board in the classroom for each class.
* **Electronic Devices**
  + After a class discussion, the class has stated that they understand that responsible and respectful use of electronic devices consists of using them only when they have finished with their work, or at the beginning of class before instruction has begun. It does not include using electronic devices while others are speaking or they are to be doing their work.
  + They also acknowledge that disrespectful and irresponsible use of electronic devices may result in natural consequences such as missed instructions, a disruption to their learning and lower grades.
  + The class has agreed they will use their electronic devices respectfully and responsibly. They further agree to accept the natural consequences for disrespectful and irresponsible use of electronic devices.
  + When student learning has been impacted by a student's choice to use their electronic device disrespectfully and/or irresponsibly, Mrs. Focht will share that information with the student's parent /guardian.
* **Classwork**
  + All classwork and homework is to be turned in on the due date.
* **Retake Procedures**
  + Please see the High School Retake Procedures
* **Grading**
  + Please see the High School Grading Procedures
* **Passbooks and sign-out** 
  + Please present your passbook when asking to leave the classroom for any reason. Sign out and back in each time on the sign out/in sheet..
* **Classroom Resource**
  + Class copies of books, adding machines, and other items in the classroom are provided for the use and benefit of all students. Please neatly return all items to their proper place when you are finished using them. Turn off adding machines at the end of each class.
  + If items are not returned or turned off the class may lose the use of these items.
* **Fire Drill**
  + Exit the room to your left.
  + Leave by the first set of stairs
  + Assemble at the handicap parking sign. look for me
  + Attendance will be taken