*Welcome to Accounting I*

# Instructor: Jo Lafond, CPA Classroom: 356

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**Materials Required:**

* One 3-ring notebook with dividers
* Pen or pencil
* Calculator
* Box of Kleenex
* Flash Drive

**Grading:**

Per county policy, the final exam is 25% of the grade.

# Nine weeks grades consist of:

# Classwork 50%

Quizzes and Tests 40%

Work Habits/Professionalism 10%

**Course Objectives:**

1. The Accounting Cycle
   1. Understand accounting fundamentals.
   2. Apply accounting procedures for a sole proprietorship.
   3. Apply accounting procedures for a merchandising business.
2. Banking, Payroll, and Specialized Accounting Procedures

4. Apply accounting procedures to perform banking and payroll activities.

5. Apply accounting procedures to perform selected specialized accounting activities.

**Student Conduct:**

You must earn your work habits and professionalism grade by being on time, having all necessary materials, staying on task, being resourceful, and following school and class rules. Reductions to your work habits and professionalism grade are in addition to any necessary disciplinary action.

**BYOD:** Because this course is taught in a computer lab, you will not need your own personal device. All personal devices should be turned off and put away. If you use your personal device in class, it will be confiscated and turned in to the front office.

**Tardies:** 1st and 2nd Offense: Warning

3rd and subsequent: Discipline Referral resulting in after school detention

**Absences:**

Students who are absent for any reason are responsible for all make up work. Absent students have five days to turn in make-up work. If you have questions about make-up work, please ask. “I wasn’t here” is NEVER a valid excuse for missing work, notes, or handouts.  *Students who are absent more than 10 days will lose credit for the course.*

*Class Rules*

* Be on Time
* Be on Task
* Be Polite
* Be Professional
* Clean up after yourself

*Thank you! I’m looking forward to a great semester!*