Introduction
Welcome to Accounting I Dual Credit. The following covers important details about this course. Please thoroughly read through the following information carefully and keep this syllabus handy so that you can refer to it throughout the semester.

Course Description
This course covers analyzing, and recording business transactions in a manual and computerized environment with emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

If you stay engaged in the course by participating in class, reading designated materials, and completing the homework and other assignments, you should obtain the following results:

- Students will investigate the field of accounting, including how it is impacted by industry standards as well as economic, financial, technological, international, social, legal, and ethical factors.
- Students will reflect on this knowledge as they engage in the process of recording, classifying, summarizing, analyzing, and communicating accounting information.
- Students will formulate and interpret financial information for use in management decision making.

Required Materials
2) **Google Classroom** – This platform will be my primary means of communication to the class as a whole. I will post assignments, reminders, and notes here for ease of access on and off campus. Some assignments will be turned in via this platform, while others will be expected to be turned in in hard copy form.
3) **eCampus** - ([http://ecampus.dcccd.edu/](http://ecampus.dcccd.edu/)) The course syllabus, class assignments, study resources, and grades will be posted on our class webpage located on eCampus. Students should check this webpage throughout the semester. All students should have access to eCampus. You will need to know your student ID number in order to log on. If you have difficulty accessing eCampus, please call tech support at 1-866-374-7169. **It is the students’ responsibility to gain access to eCampus.**

Classroom/Student Expectations
- Be in your seat when the tardy bell rings and ready to begin assigned activities.
- No food or drinks are allowed inside the classroom except water with a lid.
● Cell phones are to be out of sight in a designated area during instruction unless permission is granted to do otherwise.
● Students are expected to express respect for their peers and educators. This includes actively listening and engaging in each lesson and taking turns to provide input.
● Always follow the GISD Acceptable Use Policy when using the classroom computers. Do NOT share your login/password with any other student. Violators will lose their computer privileges!

1:1 iPad Expectations
1. Students are to charge their 1:1 device at home nightly, bringing it to school each day with a full charge (classrooms do not have the capacity for students to charge their devices during the day).
2. Use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible, ethical and polite manner.
3. Use technology for school-related purposes only during the instructional day while refraining from use related to commercial or political purposes.
4. Student will NOT attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
5. Student will NOT attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.

Course Grades
The grade you earn in this course will depend on your performance throughout the year and will be determined using the following deliverables and weights:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Projects</td>
<td>20%</td>
</tr>
<tr>
<td>Classwork</td>
<td>35%</td>
</tr>
<tr>
<td>Exams</td>
<td>35%</td>
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</tbody>
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In accordance with the 2018-2019 GISD Grading and Grouping policies, a student must maintain a grade average of at least 70 points out of 100 in order to receive credit for this course.

Course Outline

Weeks 1-6
Chapters 1-3 Working together and On your own exercises. Application problems and tests.

Weeks 7-12
Chapters 4-6 Working together and On your own exercises. Application problems and tests.

Weeks 13-18

Exams and Major Assignments
Various dates
Chapter tests will be administered at the completion of each chapter.
December 20-21
Semester 1 tests will be the week preceding Christmas Break
**Makeup Work/Late Work**
In accordance with the 2018-2019 GISD Grading and Grouping policies, any work not submitted by an assigned due date is considered late work. This includes work which was assigned a makeup date due to absences. Late work will be penalized 10 points per day the class meets up to a maximum of 30 points. If the work has still not been submitted after three class meetings following the due date, a zero will be given on the assignment.

**Attendance Requirements/Tardy Policy**
According to GISD policy, a student shall not be given credit for a class unless the student has been in attendance for at least 90 percent of the days the class is offered or an attendance committee appointed by the board has given credit because of extenuating circumstances for the absences. If a student is late they will be directed to a tardy kiosk for admittance into class.

**Institution Policies and Services**
In this course, we will abide by the expectations set up by both Lakeview Centennial High School and Eastfield College. You will be given a student handbook for Lakeview Centennial High School. Institutional Policies relating to this course for Eastfield College can be accessed from the following link: [https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx](https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx)

**Disclaimer**
The instructor reserves the right to amend this syllabus as necessary.