

Accounting 1 & 2

Aloha High School

Mr. Mikos - Room A-13

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COURSE DESCRIPTION

Businesses large and small depend on people with accounting skills to keep their finances in order. This class will provide students with a foundation in basic accounting theory and procedures, with an emphasis on Excel. Students will also learn the basics of the stock market and investing, and will create their own stock portfolio to track throughout the year. Business ethics will be discussed at various times during the year to challenge the students in analyzing their own viewpoints. This class will help students to gain a better understanding of the business world regardless of their future plans in academics and careers.

LEARNING TARGETS

Accounting will use the following learning targets to guide coursework:

LT1: Demonstrate an ability to properly manage and apply organizational, computational and interpretative skills to perform business or personal operations in written and/or computerized documents
LT2: Use technology to accomplish tasks related to financial management and accounting
LT3: Communicate with stakeholders to ensure the financial management and accounting processes attain goals and mission success
LT4: Record transactions to track activities and analyze past trends to better plan for future activities
LT5: Apply and adhere to federal, state, and local laws, rules and regulations that affect financial, accounting and record keeping processes
LT6: Apply and demonstrate key professional metacognitive skills to facilitate business success and to progress in business, marketing, sales and service careers.

BEHAVIOR LEARNING TARGETS (BLT)

We believe that the following behaviors are critical to academic success. We will use the following learning target to address business appropriate skills:

Behavior Standards

1. Manage Responsibilities: I can manage my responsibilities as a student
2. Self-Directed Learning: I can self-direct my learning
3. Classroom Interactions: I can effectively communicate and work effectively within a team or group

METHODS

Accounting will be taught in a step-by-step, systematic way. New learning will be based on old, and each day will build on the previous one. You will need to know where you have been, where you are going, and how the system fits together. Most answers are objective, not subjective. It is very important that you are here each day in class, and that you immediately find out what you missed if you are absent.

Math skills are very valuable in accounting as well. Most math will be simple addition, subtraction, multiplication, or division, so do not worry if your math skills are not your strength. We will practice many times during the year. A calculator is helpful for this class.

ASSESSMENTS

The majority of work for this class will be completed in the classroom. Each student is expected to participate in all class activities and do their own work. The curriculum includes a variety of assessments including in-class activities, projects, quizzes & tests, and group activities. Students will be given multiple opportunities to show understanding of all Academic Learning Targets throughout the year. Class assessments and assignments will be attached to Academic Learning Targets and graded on a 1-4 proficiency scale. At the end of the semester, the marks from all applicable ALTs will yield the final semester grade. Because of the nature of the business world, responsibility and timeliness are crucial and will be assessed on all assessments.

MAKE-UP WORK

Students are considered tardy only during the first 10 minutes of class. A student arriving in class after the first 10 minutes is considered absent. Please see AHS school policy on attendance for complete rules and guidelines.

Excused absence: Missed assignments (class work, projects, quizzes and tests) will be accepted within the same number of days as the absence, for full credit (for example: if you missed two days for an *excused* absence, you will have two days to complete any missed assignments) After that, any assignments completed will only receive a maximum of half credit

Un-excused absence: Missed assignments (class work, projects, quizzes and tests) will be accepted but only receive a maximum of half credit.

HONESTY AND INTEGRITY

All students' work must be authentic and original. Cheating will not be tolerated and will be dealt with according to the school policy. This includes copying from another student, copying from a resource such as the Internet or other source of information and anything else described in the AHS school policy on Academic Integrity.

COMPUTER LAB RULES

No eating or drinking near computers
No gum chewing in class
No downloading without permission
No games
No "personalizing" of computers (desktops, backgrounds, etc...)
No cell phones, portable gaming systems, music players or any other electronic devices unless otherwise stated by the instructor. – We follow the "Off & Away" policy at AHS!!!