HOMEWORK: Accounting is a skill and must be practiced. Accounting terms and questions should be kept in a separate notebook. The notebook will be turned in to be checked. Reinforcement problems should be done on the forms provided in the workbook. Homework will be graded and averaged as a daily grade.

SUPPLIES: You will need the workbook that goes along with the textbook, a black pen, notebook, ruler and calculator.

EVALUATION: The student will be tested after completing the problems at the end of each chapter. The problem test will be very similar to the mastery problem in the chapter. The student will take an objective test after several chapters (to be announced).

**Tests will count 50 percent and daily grades will count 40 percent. Professional behavior/participation will count 10 percent. Reinforcement problems will count as two test grades.**

*Professional Behavior:*

This is a business course, and I expect all of my students to behave in a professional manner. Research has shown that the following traits are displayed in successful employees:

-being enthusiastic, dedicated, and diligent

-being consistent

-showing respect and loyalty

-being frank and fair

-maintaining one’s sense of humor

-being a team player

-following supervisor’s instructions

-coming to work with a good attitude

-avoiding gossiping, whining, and being petty

If there are any questions or problems, please make sure that we handle them before the school day is over. I am looking forward to this semester, and I am confident that it will be a successful one.

I am available for extra help or any other concerns before school, during my planning (3rd block), and after school (except Mondays).

**RULES**

 Bring all materials to class

 No gum, food, drinks, etc.

 No Internet use (w/o permission)

 Do not change screen savers, backgrounds, settings, etc.

 Be work ready when tardy bell rings\*

 Keep work area neat and put away all items appropriately

Keep hands, feet, objects, and UNNECESSARY COMMENTS to yourself (no horseplaying)

 Sit in chairs appropriately

 No cell phones, IPODS, or any other electronic devices

\*Students will be marked tardy if they are not in their seats when the tardy bell rings.