August 18, 2016

Dear Parents,

Welcome! It's a great pleasure to be your child's Accounting I teacher this school year. I am looking forward to having a productive year and I believe you and I together can work to empower and equip your child to realize his or her career potentials, thus preparing them for the challenges ahead in the twenty-first century.

Accounting I is an essential course for students who wish to pursue careers in business and finance, or for those who wish to develop important skillsets related to financial literacy. Whether students aspire to be future business owners or work in finance with other companies, accounting skills are fundamental to success and applicable in many different fields. In this course, proficient Accounting students develop skills to analyze business transactions, journalize, post, and prepare worksheets and financial statements, and apply financial analysis to business processes. Additionally, students receive exposure to the ethical considerations that accounting professionals must face and the standards of practice governing their work, such as the GAAP (generally accepted accounting procedures) standards.
Upon completion of this course, proficient students will be prepared to apply their accounting skills in more advanced Business and Finance courses, and ultimately pursue postsecondary training.

Students are encouraged to participate as an active member of Future Business Leaders of America (FBLA). This is a professional organization for business students. The purpose of FBLA is to prepare students for careers in business, entrepreneurial, or business-related fields. This organization prepares students for employment by promoting competent, aggressive business leadership, increasing understanding of American free enterprise, establishing career goals, encouraging scholarship, promoting efficient money management, and developing character and self-confidence. The activities encourage career development, civic service, economic education, community involvement and business advocacy. We encourage all business students to join FBLA. Not only do we encourage joining FBLA because it is a great organization offering experiences that will benefit students in their college and/or professional careers, but also because the fundamentals of this organization are integrated into the business classroom. The dues to join this organization are $30 and include local, state, and national dues.

Supplies and fees for the class include:

1. Accounting workbook (bring in $30.00 and I will order)
2. Pens
3. Pencils
4. Calculator (optional, many students use the computer calculator or excel)
5. 1" three ring binder (optional)

Grades - Grades will be determined by daily assignments, class participation, quizzes, tests, and comprehensive projects. Grades will be based on total points.

Grading Scale	
93 – 100	A
85 – 92	B
75 – 84	C
70 – 74	D
Below 70	F

Ms. Cichocki Accounting I Room 502 e-mail: karen.cichocki@acsk-12.org
Arlington Community Schools offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, or disability and adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA).

Classroom Discipline Plan

These are the classroom policies and procedures. These policies and procedures will be in effect at all times:

Conduct and Participation

1. **Conduct grades will be given each grading period**. An unsatisfactory conduct grade will result from a student being off task, being late to class, sleeping in class, neglecting to bring book or necessary supplies, or disrupting the classroom in any way. Persistent negative behavior will result in an N or U conduct grade.

Policies

1. Strictly adhere to the AHS Honor Code
2. Take care of **restroom** and water needs **before or after class.**
2. Permission to go to your locker during class will not be given.
3. In the classroom: no chewing, eating, grooming.
4. Turn in work on time**.**
5. Follow all Arlington Community Schools and Arlington High School rules including the Internet usage policy and **NO** personal electronic devises, including but not limited to cell phones and iPods. (Calculators are allowed)

Procedures

1. Enter the classroom quietly before the bell rings and proceed to your assigned seat.
2. Begin the bell work activity on the board.
3. Be prepared, bring materials to class
4. Keep hands, feet, and objects to yourself
5. Respect your teacher, classmates, and classroom
6. Follow directions as we proceed through the day's lesson.
7. Work quietly and independently
8. Use positive language and conduct during the class period.
9. The teacher dismisses class, not the bell

Consequences

1. Verbal warning
2. Student - teacher conference
3. Phone call or e-mail home to parents
4. After school detention
5. Disciplinary form to office

Rewards

Students who behave appropriately will be supported with verbal reinforcement and positive e-mails home.

Syllabus

First Nine Weeks

Chapter 1 – Starting a Proprietorship: Changes that Affect the Accounting Equation
Chapter 2 – Analyzing Transactions into Debit and Credit parts
Chapter 3 – Journalizing Transactions
Chapter 4 – Posting to a General Ledger
Chapter 5 – Cash Control Systems
1st quarter writing assignment

Second Nine Weeks

Ms. Cichocki Accounting I Room 502 e-mail: karen.cichocki@acsk-12.org

Arlington Community Schools offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, or disability and adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA).

Chapter 6 – Worksheet for a Service Business
Chapter 7 – Financial Statements for a Proprietorship
Chapter 8 – Recording Adjusting and Closing Entries for a Service Business
Reinforcement Activity 1A – An accounting Cycle for a Proprietorship: Journalizing and Posting Transactions
Reinforcement Activity 1B – An Accounting Cycle for a Proprietorship: End-of-Fiscal-Period Work
2nd quarter writing assignment
Bonus - Accounting Cycle Poster
Semester Exam

Third Nine Weeks

Chapter 9 – Journalizing Purchases and Cash Payments
Chapter 10 – Journalizing Sales and Cash Receipts Using Special Journals
Chapter 11 – Posting to General and Subsidiary Ledgers
Chapter 12 – Preparing Payroll Records
Chapter 13 – Payroll Accounting, Taxes, and Reports
3rd quarter writing assignment

Fourth Nine Weeks

Chapter 14 – Distributing Dividends and Preparing a Worksheet for a Merchandising Business
Chapter 15 – Financial Statements for a Corporation
Chapter 16 – Recording Adjusting and Closing Entries for a Corporation
Reinforcement Activity 2A – An Accounting Cycle for a Corporation: Journalizing and Posting Transactions
Reinforcement Activity 2B – An Accounting Cycle for a Corporation: End-of-Fiscal Period Work
4th quarter writing assignment
Semester Exams

The Tennessee state standards for this class can be found at:
https://www.tn.gov/assets/entities/education/attachments/cte_std_accounting_1.pdf

Please read all of the forms carefully, they explain many of my expectations for your child in my class. Please read and discuss the contents of this site with your child.

Forms To digitally signed:

- AHS Honor Code
- Safety Contract
- Internet Usage
- Syllabus acknowledgement

The best way to contact me is through e-mail. If students need extra help, I am available by request before school and during STRIPES. I'm looking forward to an exciting, productive year and working with you and your child.

Very Truly Yours,

Karen Cichocki

Ms. Cichocki Accounting I Room 502 e-mail: karen.cichocki@acsk-12.org
Arlington Community Schools offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, or disability and adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA).

Business Education Teacher
Arlington High School
5475 Airline Road
Arlington, Tennessee 38002
Phone: 901-867-1541
karen.cichocki@acsk-12.org

Arlington Community Schools offers educational and employment opportunities without regard to race, color, creed, national origin, religion, sex, or disability and adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA).