

MRS. BARTON'S CLASS

BIM I & II/ Accounting I & II/Principles of Business

Professional Skills

I will expect students to display strong employee skills such as decision making, high ethical standards, punctuality, dependability, accountability, and customer service. My classroom is a business classroom, I expect students to conduct himself/herself in a professional manner as if employed in a real job. Professional skills will be graded on a weekly basis. The student will begin each week with a grade of 100. Failure to demonstrate proper professional skills will result in a penalty.

Classroom rules and procedures

- Absolutely no food in the Business Lab. Only water in a bottle or container with a lid.
- No cell phone use during the instructional period. Phones need to be in your pocket or backpack not out on your desk. They will be taken up and put on my desk till the end of period if I see your phone out.
- Dress Code Policy is clearly explained in the Student Handbook. Failure to follow the policy will result in the student being sent to the office to correct the offense and counted tardy or absent, depending on the amount of time required for the correction.
- The purpose of the Business Lab is to promote professional skills. Caps are not allowed in most workplaces. Therefore, caps will not be allowed in the Business Lab. All hats or caps must remain in your backpack.
- Make-up work: All students are required to make up work missed while they were absent. You are given one day for each day absent. It is your responsibility to find out what you missed.
- Late-work policy-Employers depend on their employees to complete all work by a specified deadline. Work submitted after the deadline will be penalized -10 for each day it is late.

BIM I Goals

- To introduce Microsoft Office 365 Word, Excel, Access and PowerPoint.
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of Microsoft Office 365 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing

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BIM II Goals

- To go beyond the fundamentals and offer an in-depth presentation to Microsoft Office 365 Word, Excel, Access, and PowerPoint.
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and

- personal use
- To help students discover the underlying functionality of Microsoft Office 365 so they can become more productive
- To develop an exercise-oriented approach that allows learning by doing
- In addition to the skills above, students will work on getting their Microsoft certification in Word, Word Expert, Excel and Excel Expert and PowerPoint.

Accounting I

- Introduces general accounting concepts, principles, and procedures; emphasizes the need for financial records; provides the fundamental equation and its application to accounting procedures, including the basic steps of the accounting cycle, special journals and ledgers, work sheets, adjusting and closing entries, special problems in the purchase and sale of merchandise. Develops the skills, knowledge, and attitudes necessary for individuals to conduct personal business or to further an education in the field of accounting.
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Accounting II

- Continue with special journals, adjustments and the ten-column work sheet and financial statements for a corporation. We will complete the accounting cycle for a merchandise corporation and publicly held corporations. We will learn accounting for special procedures such as cash fund, plant assets and depreciation, collectible accounts receivable, inventories and notes payable and receivable. Develop the skills, knowledge, and attitudes necessary for individuals to conduct personal business or to further an education in the field of accounting.

Principles of Business

- This class helps students learn at an early age how to manage their money! Financial decisions will have long-term consequences, either good or bad. We go through Dave Ramsey's book Foundations in Personal Finance. This class will give students the tools and knowledge that will help them win with money right from the start. When it comes to student's financial future, they will be asked to aim high and dream big!
- Students will learn skills and valuable information for the workplace in areas of Finance, Marketing, Operations, and Management.