Accounting

2016-2017 Course Syllabus

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| Instructor | Laura L. McGee |
| Telephone | 269-465-6848 ext. 1379 |
| Best Time to Contact | After 3:00 pm |
| Email Address | lmcgee@bridgmanschools.com |
| Planning Time | 12:50 – 1:54 pm |

Description

**This class counts as a math credit senior year only**. Accounting will help to prepare students for successful participation in a variety of office and business-related occupations. This course is intended to:

* Give students’ preliminary training for the study of college accounting. We have an articulation agreement with LMC and you will receive credit for Business Account 1 (BUSA 101) for 3 credits.
* Develop in students the ability and desire to keep accurate records for personal use
* Develop in students the ability to interpret and analyze business papers in all areas of professional and private life
* Develop in students the traits of neatness, accuracy, and orderliness

Connection Beyond the Classroom

* The primary career pathway is Business, Management, Marketing and Technology. Accounting is the language of business. Learning how to plan, record, analyze, and interpret financial information is important to anyone involved in the business world.
* The skills and knowledge acquired in this course will enhance the student’s preparation for all of the career pathways. Nearly everyone in the United States earns money and must submit income tax reports to the federal and state governments. Everyone, personally or for a business, must plan ways to keep spending within available income. Most people have a checking account and need to reconcile it monthly and keep debits and credits in check. Most everyone collects a paycheck and has money taken out for taxes, social security, health insurance, charities, life insurance, and union dues. It is important that individuals, whether in business or not, understand how accounting procedures will prepare you for successful participation in using the business language – accounting.
* This focus will also provide students with a foundation for their learning experiences that not only meets their academic potential and career interests, but also leads to lifelong learning and achievement.

Segments Covered

1. Introduction to Accounting & Financial Reporting
2. Cost-Volume-Profit Analysis
3. Accounting Information Systems
4. Accounting for Sales and Inventory
5. Time Value of Money
6. Accounting for Fixed Assets
7. Accounting for Long-term Liabilities and Equity
8. Financial Statement
9. Applied Academics
10. Career Development (Employability, Teamwork, Leadership, Entrepreneurship)
11. Business and Financial Management
12. Technology and Safety

# Course Materials/Software

* Century 21 Accounting Multicolumn Journal Textbook 10th Edition
* Online Working Papers (Aplia)
* Automated Accounting Software
* Automated Simulations
* Excel 2013

# Supplies

* Pencils and erasers
* Business black or blue ink pen (no gel pens)
* Paper
* Two pocket folder
* **Calculator**

# Attendance

Punctuality and attendance are very important to success in any job, therefore, daily attendance, promptness and readiness to put forth the necessary effort to maximize your learning is essential. This class follows the attendance policy set forth in the BHS Student Handbook.

You will receive 5 points daily for participation, called employability points. If you have an excused absence, you can make up these points by attending 30 minutes before school, after school, or lunch. Students will not be allowed to make up points for unexcused absences or out of school suspensions. Students will need to make up their daily employability points within three days of the date of their absence.

## Make-Up Work

It is your responsibility to find out what you missed when you are absent from class. Before or after class works best. You can also email me if you are absent.

## Grading

Your overall grade will be based on the following:

* Assignments/Quizzes/Homework
* Chapter and Unit Tests
* Simulations/Reinforcement Activities/Projects
* Employability Points (participation)

This class uses the grading scale set forth in the BHS Student Handbook. **It is your job to check grades frequently on PowerSchool.**

Your semester grade will be determined by the following percentages:

* 1st Marking Period 40%
* 2nd Marking Period 40%
* Mid Term Exam 20%
* 3rd Marking Period 40%
* 4th Marking Period 40%
* Final Exam 20%

## Grading Scale

93-100 A 87-89 B+ 77-79 C+ 67-69 D+

90-92 A- 83-86 B 73-76 C 63-66 D

80-82 B- 70-72 C- 60-62 D-

Below 60 F

## Classroom Rules

1. Be on time to class
2. Come to class prepared to work (textbook, pen/pencil, assignments, user name and password).
3. Bring you Student Handbook to class every day.
4. Remain seated until dismissal bell rings
5. Respect others – no put downs
6. No food or drink allowed except water in a clear container
7. Bring your PowerSchool user name and password to class.

**📪 Please return this page to Mrs. McGee 📪**

I have read this syllabus for Accounting and agree to the rules stated. I also agree to bring with me **every day** the supplies needed as well as my PowerSchool user name and password. My parent/guardian has read this and understands what is expected of me.

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Print Student Name Class Hour

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Student Signature Date

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Parent/Guardian Signature Date