

James Clemens High School

11306 County Line Road
Madison, AL 35756



Phone: 256-216-5313

Extension: 95114

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Course Syllabus

ACCOUNTING- FALL 2021

Instructor: Dr. Duana Shears

Dear Parent/Guardian,

Welcome to the 2021-2022 school year. I am excited to have your child in my Accounting class. If at any time you have any questions and/or concerns, please don't hesitate to contact me. After thoroughly reading and reviewing the syllabus please click on this link <https://forms.gle/xuD1eUGZHabyC9Us5> acknowledging you reviewed and read the syllabus.

Thank you,

Duana Shears

My child and I have read and discussed the classroom syllabus.

Student Name (Print) _____ Date _____

Student Signature _____ Date _____

Parent/Guardian Name (Print) _____ Date _____

Parent/Guardian Signature _____ Date _____

Email Address(es) _____

Phone number(s) _____

Cell

Home

Work



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Course Description:

Accounting is a one-credit course designed to provide students with an understanding of the basic principles of the accounting cycle. This course provides a comprehensive introduction to topics including the basics of financial accounting including analyzing and recording business transactions, preparing and interpreting financial statements, demonstrating generally accepted accounting principles (GAAP), and performing banking and payroll activities.

Course Objectives:

Upon completion of this course, the student should be able to:

- Define accounting terminology.
- Analyze and record business transactions in a manual environment.
- Complete the accounting cycle.
- Prepare financial statements.
- Apply accounting concepts related to cash and payroll, receivables, payables, inventory, and plant assets.

Classroom Rules and Expectations:

- No gum, food, or drink is allowed in the classroom.
- **CELLPHONES WILL NOT BE USED IN CLASS.** Each student will be assigned a pocket to place their cellphone in daily. The school and/or I will not be responsible for any lost/damaged phones. Students who don't comply with the cellphone rule will receive detention and/or a referral.
- The academic misconduct policy of the school will be strictly enforced in this course.
- The attendance policy of the school will be strictly enforced in this course.
- Any student who receives a failing grade during the course is urged to discuss this with the teacher. Due dates will always be posted in Schoology and/or given verbally and assignments must be completed accordingly to receive credit.
- Please contact Dr. Shears with any questions or concerns. An appointment is required if you need any additional class help. Please click on this link <https://forms.gle/Syq6cwULdG5G1YFZA> to schedule an appointment with me. My office time will be on Wednesdays during Refuel.

Accommodations:

Requests for accommodations for this course or any school event are welcomed from students and parents.

Concerning Laptop Utilization:

Student laptops should not be hard-wired to the network or have print capabilities. 2. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. 3. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 4. Laptops and other electronic devices will be used at the individual discretion of the teacher.

Grading Policy:

Test grades will account for 70% of the 9-weeks grade, with the remaining 30% being determined by quiz/daily grades. The grading scale is as follows: A (90-100%), B (80-89), C (70-79), D (65-69), and F (below 65). Grades will be a reflection of mastery of the standards. Make sure all absences are excused as classwork can be made up and graded for **excused absences only**. The final exam counts for 20% of the final grade.

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Make-Up Work Policy:

If you miss a class, test, or assignment, it is your responsibility to see what you have missed (weekly assignments will be posted on Schoology). All work missed on the day(s) of the excused absence(s) must be made up within three school days after returning to school. It is your responsibility to turn this work into me by the third day. If you do not turn in the work within 3 days then it will become a zero. If you missed a test or quiz, you must communicate this with me ahead of time. We will schedule a time together to make-up the test or quiz

Course Materials:

Access to Schoology/General School Supplies (paper, pencil/pen, calculator)



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18 - WEEK PLAN*	
WEEK 1	Class Introduction, Begin Chapter 1
WEEK 2	Continue Chapter 1, Begin Chapter 2, ICEV
WEEK 3	Continue Chapter 2, Begin Chapter 3, ICEV
WEEK 4	Continue Chapter 3, Begin Chapter 4, ICEV
WEEK 5	Continue Chapter 4, Begin Chapter 5, ICEV
WEEK 6	Continue Chapter 5, Begin Chapter 6, ICEV
WEEK 7	Continue Chapter 6, Begin Chapter 7, ICEV
WEEK 8	Continue Chapter 7, Begin Chapter 8, ICEV
WEEK 9	Continue Chapter 8, Begin Chapter 9, ICEV
WEEK 10	Continue Chapter 9, Begin Chapter 10, ICEV
WEEK 11	Continue Chapter 10, Begin Chapter 11, ICEV
WEEK 12	Continue Chapter 11, Begin Chapter 12, ICEV
WEEK 13	Continue Chapter 12, Begin Chapter 13, ICEV
WEEK 14	Continue Chapter 14, Begin Chapter 15, ICEV
WEEK 15	Continue Chapter 15, Begin Chapter 16, ICEV
WEEK 16	Continue Chapter 17, Begin Chapter 18, ICEV
WEEK 17	Continue Chapter 18, Semester Exam Review
WEEK 18	Semester Exam Review, Semester Exam

* This syllabus serves as a guide for both the teacher and student; however, during the term it may become necessary to make additions, deletions or substitutions.