**Course Syllabus**

**ACCOUNTING-2024-2025 School Year**

**Instructor: Dr. Duana Shears**

**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.

**Pre-requisites:**

None

**Course Objectives:**

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| 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:**

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|  | **Classroom Management Plan**   * Verbal reprimand * Conference with student with parent contact * Withdrawal of privilege(s) with parent contact * Other consequences determined to be reasonable and appropriate by the school administration.   **Cell Phones**  Cell phones and earbuds/headphones will not be allowed to be used during classroom instruction time. Phones and earbuds/headphones will be put away in a location designated by the teacher and placed in silent mode. In secondary schools, students will have access to their phones and earbuds/headphones outside of classroom instruction time such as between classes and lunch. Failure to follow these procedures will result in a disciplinary referral to the office. |

* No gum, food, or drink is allowed in the classroom.
* 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.
* Please contact Dr. Shears with any questions or concerns. Appointment required if you need any additional class help.

**Credentialing:**

Students will have the opportunity to obtain either a Microsoft Office Specialist credential in Power Point, Word, Access, and/or Excel OR a Guest Services Certification.

**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. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. 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.

**Make-Up Work Policy:**

If you are absent, it is your responsibility to see what you have missed. 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 (the student) 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 miss a test or quiz, we will schedule a time together to make-up the test or quiz.

**Embedded Numeracy, Literacy & Science**:

Opportunities for numeracy and literacy in the CTE class are critical and help support the goals of CTE in preparing students for college and/or career. Example anchor activities for mathematics include performing various addition and subtraction. Example anchor activities for literacy include: reading, applying accounting concepts, and dissecting various transactions to determine which accounts are debited and credited. Example anchor activities for science include: evaluating the budget needed for materials needed for a science project.

**Technical Writing:**

Students will learn to select use appropriate language and layout for technical documents and write documents that are clear, accurate, and grammatically correct.

**CTSO**

**FBLA-** Future Business Leaders of America (FBLA) is a co-curricular component of the Business/Marketing program. Although FBLA membership is completely voluntary, it enhances classroom instruction, develops leadership skills, and provides opportunities for professional growth and service. Meetings and service projects will be announced and conducted during Refuel. FBLA membership is $25.

**Course Materials:**

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

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| **18 - WEEK INSTRUCTIONAL DELIVERY PLAN\*** | |
| **WEEK 1** | **Class Introduction, Gmetrix/ICEV Account Creations, Begin Chapter 1** |
| **WEEK 2** | **Continue Chapter 1, Begin Chapter 2, Gmetrix (MOS Practice), ICEV** |
| **WEEK 3** | **Continue Chapter 2, Begin Chapter 3, Gmetrix (MOS Practice), ICEV** |
| **WEEK 4** | **Continue Chapter 3, Begin Chapter 4, Gmetrix (MOS Practice), ICEV** |
| **WEEK 5** | **Continue Chapter 4, Begin Chapter 5, Gmetrix (MOS Practice), ICEV** |
| **WEEK 6** | **Continue Chapter 5, Begin Chapter 6, Gmetrix (MOS Practice), ICEV** |
| **WEEK 7** | **Continue Chapter 6, Begin Chapter 7, Gmetrix (MOS Practice), ICEV** |
| **WEEK 8** | **Continue Chapter 7, Begin Chapter 8, Gmetrix (MOS Practice), ICEV** |
| **WEEK 9** | **Continue Chapter 8, Begin Chapter 9, Gmetrix (MOS Practice, Certify), ICEV** |
| **WEEK 10** | **Continue Chapter 9, Begin Chapter 10, Gmetrix (MOS Practice, Certify), ICEV** |
| **WEEK 11** | **Continue Chapter 10, Begin Chapter 11, Gmetrix (MOS Practice, Certify), ICEV** |
| **WEEK 12** | **Continue Chapter 11, Begin Chapter 12, Gmetrix (MOS Practice, Certify), ICEV** |
| **WEEK 13** | **Continue Chapter 12, Begin Chapter 13, Gmetrix (MOS Practice, Certify), ICEV** |
| **WEEK 14** | **Continue Chapter 14, Begin Chapter 15, Gmetrix (MOS Practice, Certify), ICEV** |
| **WEEK 15** | **Continue Chapter 15, Begin Chapter 16, Gmetrix (MOS Practice, Certify), ICEV** |
| **WEEK 16** | **Continue Chapter 17, Begin Chapter 18, Gmetrix (MOS Practice, Certify), ICEV** |
| **WEEK 17** | **Continue Chapter 18, Gmetrix (MOS Practice, Certify), ICEV Semester Exam Review** |
| **WEEK 18** | **Semester Exam Review, Gmetrix (MOS Practice, Certify), ICEV 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.**

**Dear Parent/Guardian,**

**I look forward to having a great year! I feel fortunate to have your son/daughter in my class this semester and hope that you will contact me should you have any concerns about the progress of your son/daughter or any aspect of the instruction. With your son/daughter, please read the attached policies, then fill out the online form with the link provided below. Please provide a current email address and phone number at which I can contact you should the need arise. Please contact me at school with any concerns.**

**Thank you,**

**~Dr. Shears**

**Instead of printing out a page saying you have received and read the syllabus, please fill out this online form with your contact information!**

[**https://rb.gy/i2fis**](https://rb.gy/i2fis)