**Melvindale Academy for Business & Technology**

**Course Syllabus – 1st Year Accounting Class**

**2015-2016**

**Teacher Name:** Mr. Bruce Ingersoll

**Phone Number**: 313 -382-3422

**Email address**: bruce.ingersoll@leonagroup.com

**Office Hours**: Half hour before school starts and ends

**Parent Contact:** Please email or phone for a meeting

**Course Description:**

Students will learn to analyze business transactions, record them in journals and prepare financial statements for businesses. Major areas to be studied include the accounting cycle, payroll procedures, and subsidiary ledger. Students receive realistic experience by completing business simulations. The course provides an excellent background for students entering any type of business as well as those interested in accounting or bookkeeping as a career.

**Parent/Teacher Contact:** Please feel free to call or email me with any concerns or compliments :) you have. The best way to contact me is through email – I usually respond within 24 hours. The best times to call are before or after school or during my 4th period plan. If you would rather meet in person, please call or e-mail and give possible options. If you would just like to drop in to see what happens in the class, feel free; however, first stop at the

office and get a visitor’s pass.

**Accounting Standards**

• **The Accounting Cycle**

• **The Accounting Process – Assets**

• **The Accounting Process – Liabilities**

• **The Accounting Process – Owner’s Equity**

• **Financial Statement Preparation and Analysis**

• **Payroll**

**Reading and Writing Skills:**

* Interpret Vocabulary critical to the text
* Main Idea and supporting details; Summarize with evidence from text
* Compare/Contrast or make connections between or among texts
* Write a clear, effective, error-free expository essay.

**Math Skills:**

* Analyze information from a variety of sources.
* Gather information—read, listen, and observe to access and extract mathematical information.
* Construct solutions by organizing the necessary information and using appropriate mathematical tools.

**Materials Used:** Text: Accounting: 21st Century Southwestern Press; Books provided in classroom

**Supplemental Readings:** To be announced

**Class Expectations:** It is about mutual **Respect** for both teacher and student as well as other students and property whether school, self or others.

**Grading Scale: A grade of 70% is required for graduation requirements.**

A+ - 98-100 A = 93-97 B+ = 88-89 B- = 80-82 C = 73-77 D+ = 68-69

A- = 90-92 B = 83-87 C+ = 78-79 C- = 70-72 D = 63-67 D- 60-62

F = 0-60

**Grading Scale:**

* **10%** of overall grade: Student Conduct, Attendance, Participation

• **20%** of overall grade: Daily Class Assignments/Homework and

• **20%** of overall grade: Quizzes

* **50%** of overall grade: Tests/Exams

**Attendance:** Students are expected to attend all classes unless excused through the main office.

**Required Materials:** In student’s binder, a section divider for Accounting must be included, notebook paper, pencils (we use pencil in this class…have several available at all times!!!!!)

**Homework:** Homework is due at the start of class. If it is not turned in at the start of class it will be considered late.

**Late Work:** Daily or homework assignments turned in late during a 5-week grading period are marked down 50%. After the five-week cutoff date, late assignments will not be accepted.

Projects may be turned in only 1 day late for ½ credit.

**Make-Up Work Policy for excused absence:** Students who have an excused absence(s) have as many days to turn in their work missed, or to take a test, as they were gone. For example, if you were absent 2 days they you have 2 days in which to turn in your assignment or take the test. If you miss the deadline, the makeup work will be considered late.

**Plagiarism/Cheating/Copying:** When you use someone else’s work and present it as your own a zero will be given for that assignment or test. If you allow someone to copy your work you will also receive a zero

**What students need to do to be successful in class:**

1. **Be here on time everyday** ready to learn with your materials (book, paper,

pen/pencil, homework, etc.). If you’re absent make up your work

2. **Do your work and turn it in on time**. Even if you aren’t totally finished with an

assignment, it is usually better to turn in what you have than nothing. Anything is

better than a Zero.

3. **Participate in class**. Learning is not a spectator sport…you must engage your brain and take part in activities and discussions.

4. **Take Notes**. Review your notes that night at home so you can remember the

information.

5. **Study** before tests – don’t just expect miracles.

6. **Manage your time wisely.** In other words – don’t procrastinate and wait until the last minute to throw something together for a project.

7. **Pay Attention**. Don’t let others distract you from your learning and success - don’t distract others.

8. **Ask for help** if you don’t understand something. If you need more help come in before or after school or go to tutoring.

**What parents/guardians can do to help their student be successful in class:**

1. **Ask** them to summarize what we are learning in class. Ask them if they understand the material or if they need more help. Help is available before/after school with teachers or with tutors.

2. **Check grades;** Grades may be checked by calling or e-mailing me at

http://grades.fwps.org. Check grades on-line. You will need your student’s ID number

and password.

3. **Call or email the teacher** if you see that your student is struggling.

4. **Check that your student is coming to school and attending class**.

5. **Provide a regular schedule** to make sure that your student is getting enough sleep at night and eating breakfast before school.

6. Make sure that **extracurricular activities** (sports, clubs, church, job, etc.) **is**

**balanced** with enough time to do homework and study.

7. **Provide a study space** that is quiet and away from distractions.

**What the teacher will do to help students be successful:**

* My goal for the student is to learn accounting while seeing the relevance of accounting in the business world as it applies to your daily life.
* I will show you Respect through my actions and words.
* I will be Available before and after school for extra help.
* I will make this a **thought-provoking and informative** class.
* I will be **prepared** everyday with activities, quizzes, tests, or projects.
* I have included in this syllabus other teaching strategies I will do to help students be successful—please read thoroughly.

**Electronic Use Policy:** All telecommunication/electronic devices may not be in visible sight or operated during school hours. (8:00 am – 3:00 pm). See ABT handbook for more information on electronics use policy

**Accounting Syllabus**

**School Year 2015-2016**

**Student/Parent/Guardian Confirmation Form**

Student and Parent/Guardian have read and understand the syllabus and other attachedinformation. Please sign and fill in the following information. Any questions, please call me at

313.382.3422 or e-mail: bruce.ingersoll@leonagroup.com

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Student Signature Date

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Print Your Name

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Parent/Guardian Signature Date

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Print Your Name

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E-mail Address Phone Number

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Other Contact