

COURSE SYLLABUS FOR ACCOUNTING

Course Name: ACCOUNTING

Course No: BUS311

Open to: Sophomores, Juniors, and Seniors

Duration/Credits: Year Course/2 Credits

Prerequisites: None

Teacher: Mr. Jim Tiedeman

Office Hours: 10:11 to 10:58 a.m. Room L006

Phone: 563-552-5414 to leave a message

E-mail: jtiedeman@dbqschools.org

Comments: *Required for class each day:* textbook, working papers, 2-pocket folder, calculator, pencil, blue or black erasable pen(s) only (no colored pens or markers).

Course Description

Accounting is the language of business. Accounting helps people understand business in their careers and in their personal lives. Managers and owners use accounting information as the basis for making business decisions. Accurate accounting records and ethical practices contribute to the success of a business and help to avoid failure and bankruptcy.

Accounting is designed to give students a comprehensive understanding of business operations and provides the financial foundation necessary for employees in a variety of business occupations. Students will learn terminology, how to analyze, journalize and post entries to a general ledger, and how to prepare financial reports for three different forms of business ownership. A special feature of the course includes computerized simulations that are used to give students practical application of accounting concepts.

Standards

Alignment to the Career Technical Core Curriculum: Utilize accounting tools, strategies and systems to plan, monitor, manage and maintain the use of financial resources. Process, evaluate and disseminate financial information to assist business decision making.

Assessments

Both formative and summative assessments will be utilized throughout the course (may include but not limited to quizzes, chapter/unit tests, daily exercises, projects, peer evaluations, and self-assessments).

Content

Student learning goals:

- To manage personal finances and understand fundamental business and entrepreneurial operations.
- To understand how the American and global economies operate.
- To understand basic concepts of banking and finance.
- To be able to complete documents for employment.
- To be able to set goals and complete projects.

Chapters 1-9	The Accounting Cycle for a Proprietorship	12 weeks
Chapters 10-17	Accounting for a Partnership	14 weeks
Chapters 18-26	Accounting for a Corporation	10 weeks

Instructional Strategies

Students are required to participate in daily class activities which may include: group discussion, individual or group presentations or activities, text and workbook assignments, computer applications, reinforcement activities and simulations, quizzes, tests, and keeping a learning journal.

Resources

"Southwestern Century 21 Accounting" by Ross, Gilbertson, Lehman, and Hanson
MS Excel; Instructor created handouts.

Academic/Behavioral Expectations

Absences & Tardies

If you are absent, it is **YOUR responsibility** to see me regarding all make-up work. You are considered tardy if you are not in your seat when the bell rings. Tardies and/or absences will be recorded. If there is an obvious, chronic, or serious attendance infraction, parents/guardians will be contacted and the student will be referred to the AP's office for disciplinary action. *Refer to the Dubuque Community School District Policy 5107 for more detailed information.*

General Classroom Expectations

1. Be in the right place at the right time with the right materials.
2. Respect the rights, properties, and opinions of others.
3. Use the available technology responsibly.
4. Make use of technology devices appropriately.
5. Food or drinks to be consumed in poolside and cafeteria areas; except plain bottled water is allowed in the classroom.
6. Cheating/Plagiarism should not be an option and will result in a zero grade for the assignment(s). Discipline may also include referral to the AP's office, loss of class credit and a failing grade.

**Refer to the Dubuque Community School District Policy 5200 and the Hempstead High School Student and Parent Information Student Planner.*

7. Your own *complete* student planner is required to leave the room for any reason.
8. Stay seated until the bell rings, clean up your workspace, and push in your chair when you leave.

Hempstead "PRIDE" Expectations

Expectations are posted in the classroom and throughout the building.

Grading Plan

Grades are earned through successful completion of all assignments and positive class participation. A cumulative final exam is given at the end of each semester of this two-semester course. Semester grades will be determined as follows:

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| • Class and Homework Assignments, Vocabulary and Journals | 35% |
| • Quizzes, Tests, and Accounting Simulations | 55% |
| • Semester Final Exam | 10% |

**above grades will be based on a point system*

Class/Homework is due the following day at the beginning of class unless otherwise indicated. All work must be completed on time to be accepted for full credit. As a future productive employee you will be expected to do the work to the best of your ability. Any assignments turned in after I have collected them will be considered one day late and will be reduced by 10%. Late work will be reduced by 10% for each day past the due date.

Extra Credit

Extra credit may be offered at the teacher's discretion. All assignments must be completed to date to receive extra credit points.

Make-Up Work

If you are absent for any reason, it is your responsibility to contact me to get all missed work. Due dates will be extended by the number of days absent.

Note: *All assignments should be completed by the due date or they will be reduced by 10% for each day past the due date. CREDIT WILL NOT BE GIVEN FOR LATE ASSIGNMENTS HANDED IN AFTER TAKING THE QUIZ OR TEST FOR EACH CHAPTER/UNIT OF STUDY.*

Grading Scale

A	93-100%	A-	90-92%		
B+	87-89%	B	83-86%	B-	80-82%
C+	77-79%	C	73-76%	C-	70-72%
D+	67-69%	D	63-66%	D-	60-62%
F	59% and below				

Communication Plan

You may check PowerSchool for grades which will be updated in a timely manner. If you have any questions or concerns, please contact my school phone or email.