

# Accounting I



Instructor: Mrs. Wilson

Room B103

Phone: 682.314.1600 Email: [nataliewilson@misdmail.org](mailto:nataliewilson@misdmail.org)

Dear Student and Parents/Guardian(s),

I am extremely excited to have you (your child) in class this year. This letter will provide basic information that will allow you (your child) to be successful. Please read over it carefully and share it with your parents/family. Keep it with you for future reference in the folder that will be provided for this class.

A major key to thriving students is teacher/parent/family/student communication. I want to help all of my students succeed in this class, preparing them for life after high school by encouraging them to strive for excellence. With parental/family encouragement and support at home, I believe each student can achieve his or her maximum potential. Please feel free to contact me through email at [nataliewilson@misdmail.org](mailto:nataliewilson@misdmail.org) if you or your parents have any questions. Important handouts will be posted and accessed through the Internet. More information on the location of these resources will be given in class.

Grades can be accessed through Skyward. (See the District website at [www.mansfieldisd.org](http://www.mansfieldisd.org) for more information on this grading program.)

## **COURSE DESCRIPTION/OBJECTIVES**

Students in this course will learn to record and interpret accounting information through accounting terminology, the use of the accounting equation and its application to procedures, and the basic steps in the accounting cycle. Good work habits and the ability to apply mathematical analysis in problem-solving situations are necessary to satisfactorily complete practice simulation for a sole proprietorship, partnership and corporation. Students will complete some work in the computer lab. This course is a “must” for any student planning to major in business or own his/her own business in the future. This is an 18-week course. The grade levels are 10<sup>th</sup> – 12<sup>th</sup> grades generally.

Over the next few months you’ll learn a great deal about the accounting function. First, you will learn that accounting is an integral part of all business activities and that it plays an important role in the everyday operations of a business as well as in high-stakes decision making and analysis. Moreover, accounting can be as fun as it is financially rewarding.

This is a hands-on course. That means that you’ll not only learn facts and concepts, but also have lots of opportunities to practice what you learn. You’ll get to meet and interview some professionals in the field. You’ll explore career opportunities and the professional certifications and designations earned by individuals in the accounting professions. The textbook used will be Glencoe Accounting: Real World Applications & Connections.

Students apply the basic concepts of accounting by creating and running a real estate development business during a class project. Playing a modified version of the game Monopoly<sup>1</sup> over the duration of the course, students record their evolving financial positions on various financial statements, analyze their data, and assess their company’s performance over time. They then prepare and give a

<sup>1</sup> The MONOPOLY name and logo, as well as each of the distinctive elements of the board and playing pieces, are trademarks of Hasbro for its property trading game and game equipment. © Hasbro, all rights reserved.

presentation at an accounting event for their peers, family and members of the local business community.

Attendance is extremely important in this class. There are several daily assignments, many of which build on prior lessons, and multiple absences make it difficult for a student to perform well in Accounting I.

### **REQUIRED MATERIALS:**

Students are required to provide the following materials for Accounting:

- Pencil and Eraser(s)
- Calculators will be provided in class and/or an iPad APP will be downloaded.
- Internet Access for some lesson materials (Room B101, Mansfield Public Library, and/or Home)

### **GRADING POLICY AND PERCENTAGES – ELECTIVES**

- 40% - Major Grades (tests, projects, lengthy assignments, etc.)
- 60% - Daily Work

### **SEMESTER GRADES/EXAMS**

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school.

**According to District Policy, the three six weeks grading periods will be averaged together for 80% of the overall grade with the Final Exam representing 20% of the overall grade for the course. Students will receive one credit upon the successful completion of Accounting I.**

**A 90-100                  B 80-89                  C 70-79                  F BELOW 70**

**CALENDAR OF MAJOR TESTS/PROJECTS** – (The dates shown below are tentative and subject to change depending on the progress of the class.)

Introduction Presentation	August 23, 2019
Accounting Cycle for a Sole Proprietorship	September 19, 2019
Payroll Accounting	October 10, 2019
Special Journals	October 24, 2019
Monopoly (General Journal)	November 22, 2019
Monopoly (Financial Statements/Presentations)	December 5, 2019
Final Exam	December 16, 2019

### **CLASSROOM PARTICIPATION AND EXPECTATIONS**

Both you and I will abide by these policies as well as those established by the Mansfield ISD school board policies.

- **Respect**
  - for yourself – come to class prepared with your materials and assignments; be dressed and groomed so that it will not be necessary to visit dress code during class.
  - for others – participate in the lesson by listening to other students and the teacher and by commenting on the subject when appropriate.
  - for your environment – no food, drinks, or other pollutants (perfume, sprays, lotion).

- for property – clean up after yourself and be careful with items that are placed in your care.
- **Responsibility** – take care of assignments and other business at appropriate times.
- **Reliability** – be prepared to actively participate in class and be on time for class.

**ABSENCES/TARDIES** –If you miss any 20 minute portion of a class, it is considered an absence, according to the Student Handbook guidelines. It is your responsibility to get any information missed if absent or tardy. When you return to class, please wait for the teacher to explain the current lesson to the class. When students begin to work independently on that day's lesson, then ask the teacher about any makeup work that you need to complete for your absence(s).

### **TEST RETAKES**

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

### **LATE WORK**

- Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)
- If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

### **MAKEUP WORK (because of absence for any class missed)**

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.

- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility (“No Pass/No Play”) guidelines for additional information related to grades and UIL Eligibility.

**TUTORIALS** – *It is your responsibility to let me know that you are in need of help.* It is very important that you not fall behind. Tutorial times will be set on an individual basis, as arranged with the teacher.

## **ACADEMIC DISHONESTY (cheating)**

### **Consequences for academic dishonesty**

#### **Daily Work**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement

#### **Exams or Other Major Assessments**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement
  - An alternative exam or major assessment can be completed for a maximum grade of 70%
  - Academic Associate is notified and will schedule a meeting with student, parent and teacher

**CERTIFICATION:** There are no certification tests associated with this course at present.

**CTSO:** DECA is the Career Tech Student Organization for students enrolled in Accounting I. DECA membership is optional, but it is recommended. Students have the opportunity to learn more about the fields of Business, Marketing and/or Finance by their involvement in DECA, which includes competition, field trips, guest speakers and/or participation in the Fashion show and Job Fair. The Executive Officers are elected each Spring. In addition, classroom representatives are chosen from each course taught by the sponsors of DECA. Any DECA student interested in representing his/her class should let his/her teacher know of his/her interest in this position.

Involvement in DECA involves several fieldtrips and competition. We follow the UIL eligibility rules for these activities. In other words, students must be passing in order to participate in the outside events (“No Pass/No Play”).



**PARENTS**, please read the information in this letter carefully. I must receive a signed acknowledgement form (sent home via student) from you by September 6, 2019.

The signed acknowledgement form will be a daily grade of 100. I look forward to hearing from you. Let's make this an outstanding year!

Sincerely,

Natalie Wilson

# Attendance/Technology Expectations

1. Students are to be in the room when class begins.
2. Sign in at the table by the door. This is how attendance is taken. It is your responsibility to sign in on class days.
3. Backpacks, purses and other large items must be left on the floor under computer workstations. (Place items on the floor in front of your feet next to the wall.)
4. Cell phones and/or iPads are not to be used during class per District policy, unless instructional use is warranted and approved by the teacher. Cell phones will be “parked” in a numbered (matching the assigned computer workstation number) pocket organizer near the room entrance. Students may use their phones during the daily class break.
5. Calculators will be provided for your use in the classroom. These are to be returned to the designated area at the end of class. A free calculator APP will be downloaded, if necessary, on the student iPad when class begins.
6. When assignments are completed on computers, the computers are to be left in the same configuration as found. **NO CHANGES!** Remember these are not your home computers and the District is watching.
7. No outside storage devices (flash drives, CDs, etc.) are to be used in the computer lab.
8. No electronic devices are to be used during class, other than the calculators, computers and/or iPads provided.
9. Five minutes before the end of class students are to:
  - Return all materials to the designated areas.
  - Leave desk area clean for the next class.

**Syllabus: Agreement of Understanding**

**Mrs. N Wilson**

**Accounting I**

**Session Enrolled:** A Day Session 2

I, ***the student***, fully understand the terms of the syllabus and will abide by the classroom expectations, policies and procedures to the best of my ability.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

I, ***the parent/guardian***, fully understand the terms of the syllabus and will encourage my student to abide by the classroom expectations, policies, and procedures.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_