

# Accounting II



**Instructor: Mrs. Wilson**      **Room B101**

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**

The Accounting II course introduces the fundamentals of management accounting, including manufacturing and cost accounting, budgeting, accounting for managerial decision making, and financial statement analysis. Students learn how to use accounting information for internal decision making and for planning and control. Because accounting knowledge is beneficial to business professionals in every discipline, this course provides them with the financial acumen necessary to make informed personal and business decisions.

This is a hands-on course. The majority of the coursework has been developed from the textbook called, Glencoe Accounting: Real World Applications & Connections.

Students will conduct financial statement analysis in this class in order to help managers and owners make informed decisions about the business. Furthermore, students will be able to apply what they have learned about using managerial accounting processes and techniques to decision making in order to maximize profit.

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

## **REQUIRED MATERIALS:**

Students are required to provide the following materials for Accounting II:

- 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** – Each six weeks will be evaluated as follows:

Daily Work.....	60%
Test/Projects .....	40%

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 II.

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

Accounting Review	January 27, 2020
Accounting Cycle for a Corporation	February 24, 2020
Financial Analysis	April 27, 2020
Managerial Accounting	May 11, 2020

**CLASSROOM 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 and 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. If you miss a test or quiz, you will have one week from the date of assessment to arrange and complete make up work; otherwise, the grade will remain a zero, per district policy.

**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 II. 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.

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 confirmation e-mail from you by *Friday January 24, 2020*, that includes the following information:

**Subject Line:** Student’s Name, Session 2B  
**Message:** Parent Names (first and last)  
Parent Phone #’s for best contact  
Email Addresses:

My email reply will be verification that I have received the above requested information. I look forward to hearing from you. Let’s make this an outstanding semester!

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.
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.