



# Accounting



2024

Mrs. Rachel Odbert

2025

## Contact Me

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Room #802

## Course Description

Accounting is an introductory accounting course that covers the accounting cycle, accounting for a sole proprietorship, a partnership, and a corporation.

All first-year students must work on the Accounting I curriculum while completing the foundation skills. In addition, they may choose to complete additional Job Titles to add to their Career Center Certificate they earn upon graduation. To obtain a Career Center Certificate, student must satisfactorily complete the core curriculum developed by the State of Michigan.

## Required Materials

Pen or Pencil | Positive Attitude



## Learning System

We use Microsoft Teams for all assignments and class information. Students should check daily.

## Business Competencies Covered

- 1) The Accounting Profession
- 2) Accounting Principles
- 3) Accounting Process
- 4) Compliance
- 5) Financial Reports
- 6) Financial Analysis
- 7) Interpretation and Use of Data

## Expectations & Policies

Be responsible

Be safe

Use technology wisely

Be respectful

Be ready to learn

Sign in & out of the classroom



### Cell Phones

They are not permitted in class. They must be left in your locker.



### Headphones

May only be used during independent work time and must be connected to computer. Must not be used when the teacher/speaker is talking. Permission must be given to use.



### Absences / Tardies

Absences and tardies will be reflected in the employability grade. A student is responsible for being in class and on time. If a student is absent, they are expected to check what was missed on Teams while they were out. Late work will receive a 20% deduction in points.

## Industry Credentials



Quickbooks Bookkeeping Professional  
Quickbooks Certified User

Microsoft Excel and Excel Expert

*Be sure to sign the consent form to take the certification exams!*

## Grading & Scale

A 100-93	C 73-76
A- 90-92	C- 70-72
B+ 87-89	D+ 67-29
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	E 0-59

Coursework

60%

Employability

20%

Quarterly Assessments

20%

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*Syllabus, continued...*

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## Class Setup

### 1<sup>st</sup> Year Students

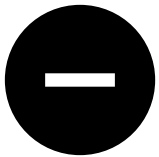
Cover required 7 core accounting competencies, primarily teacher-lead

### Returning Students (or 2 hour)

Complete industry certifications and independent projects, *primarily self-paced*

## Employability Skills

Traits and transferable skills that are required by all employers including positive attitude, appearance, work habits, etc.



Tardy/Late  
Unexcused Absence  
Unprepared  
Off task  
Inappropriate behavior  
Leaving without permission



Professional Dress  
Teacher Observation  
Outstanding Workmanship

## Resources Used

Certiport | GMetrix | Budget Challenge  
Career Safe | Business U | SAM I  
Quickbooks

## Office Hours

I'm available 7:45-8:00 a.m. and until 3:15 p.m. daily. Please feel free to schedule a time outside of office hours if you need additional help.

## Business Professional of America



Participation is encouraged for all students in business/accounting classes. Competitive and networking opportunities regional, statewide, and nationally. **Fantastic resume-builder!**

## Classroom Contributions

Our classroom will be treated as a work environment. Collaboration, teamwork, and interaction with peers/colleagues is encouraged and expected.



Display effort and excellence



Freedom of choice, but not freedom of consequences

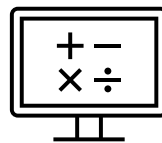
## Credit Agreements



Successful completion of Accounting earns college credit at various colleges and universities. Free college credits saving tons of \$\$\$!

## Senior Math Credit

Successful completion of Accounting during senior year will satisfy the 4<sup>th</sup> year math credit.



## Work-Based Learning

Field trips, guest speakers, mock interviews, and job shadowing opportunities are available. **Parents are encouraged to participate and be involved.**



*Every career, in every career pathway, requires knowledge of business concepts.*

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*Syllabus Acknowledgement  
& Sault Area Career Center  
Permission Sheet*

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Parent/Guardian Signature .....

Parent/Guardian Name .....

Student Signature .....

Student Name .....

Date .....

### Parental Consent for Pictures/WBL Field Trips

Please check whether you give the following permissions for your student:

Yes \_\_\_\_ No \_\_\_\_

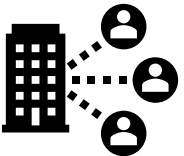
Picture taken for school-based social  
media accounts, newsletters, etc.

Yes \_\_\_\_ No \_\_\_\_

Participate in work-based learning field  
trips and experiences outside the normal  
classroom (The instructor will send out information and  
reminders.)

## Work-Based Learning & Parent Participation

Work-based learning is an integral part of career-technical education. I encourage all parents/guardians to participate in our hands-on learning experiences by coming in as a guest speaker, providing work-based learning opportunities, allowing students to job shadow, etc. If you (or someone you know) is interesting in supporting work-based learning within the area of Business Administration, Management, and Operations, please let me know below. I will reach out with more information. I am looking forward to collaborating with you to make sure our students are career-ready!



☐ Yes, I'm interested. Here's my contact info and details.

Email .....

Phone .....

Workplace .....

Job Title/Area of Expertise .....

☐ No, I'm not interested. Have a great year!