



Glencoe Accounting, First-Year Course Syllabus

Instructor: Mrs. Brinkmeier

Room: 208

E-mail: jeanniebrinkmeier@aquinschools.org

Phone: 815.990.5282

Introduction:

- Glencoe Accounting, First-Year Course is a comprehensive, two-semester, one-year course designed to bring the real world of accounting into the classroom.
- Students will have the opportunity to use source documents, financial statements, and create an accounting simulation for a business.

Course Objectives:

- The prime objective of this course is to introduce students to the double-entry system of accounting for sole proprietorship, corporate, and partnership forms of business enterprises by using real-world applications and connections.
- It includes analyzing business transactions, journalizing, posting, and preparing worksheets and financial statements.

Other important objectives include the following:

- To help students develop personal and professional skills for school and work.
- To help students understand the relationship between the manual system of accounting and a computerized system.
- To help students find success in accounting.

Required Curriculum Materials:

The curriculum materials to be used in this course include the following:

- Glencoe Accounting, First-Year Course textbook
- Glencoe Accounting, First-Year Course Chapter Reviews and Working Papers
- Pencil, pen, ruler, and hand-held calculator

Course Requirements:

Students should have at least an average proficiency in business mathematics.

Testing:

- Students will be tested at the end of each chapter and unit.
- Chapter tests consist of problems and matching vocabulary, true/false, and multiple-choice questions.
- The time required to complete a chapter test is usually 30–45 minutes.
- Unit tests are like chapter tests and are administered after completing 4-5 chapters.
- Unit tests usually require about 45 minutes to complete.

Continues on Page 2

Missed Tests: If a student misses a test, it is the student's responsibility to make arrangements with the instructor to make up the test immediately upon return to school. A fair and reasonable amount of time will be made to accommodate students with lengthy absences.

Grading:

Grading scale will be based according to school district policy in the following percentages:

- Homework: 50%
- Tests & Quizzes: 50%
- Total: 100%

High School Late Work:

- Full credit may be earned by the student when the work is submitted on time. An assignment that is late will only receive 50% credit when the student submits the assignment to the teacher at the beginning of class on the following school day.
- After that point, zero credit will be given for the assignment and a behavior log will be written by the teacher.
- No more than two late assignments will be accepted per quarter.

Guidelines for Success

1. Be responsible. On-time and stay in class working everyday
2. Treat everyone with respect (positive comments only)
3. Cooperate with others (even if you don't like them)
4. Always be willing to give a good effort
5. Be open to new ideas and opinions
6. Willing to try (no complaints)

Classroom Policies:

These expectations are designed to create the best situation for learning and may be revised and expanded as circumstances require.

1. Come to class every day that you are not seriously ill.
2. **Bags, purses, etc. put under desk, not on the floor.**
3. In assigned seat before the bell rings, electronics put away entire hour except to do bellwork.
4. Raise hand to ask question.
5. Arrive on-time with paper or pencil, textbook, notebook and calculator.
6. Follow directions the first time they are given and stay on task at all times.
7. Start bell work (usually finish within 2 minutes of the bell). I will post on my website as soon as it's completed. I will let you know soon.
8. Work on assignment till I signal (if there is one on the whiteboard).
9. Anything you think unfair can be addressed by e-mail, after class, or after school.
10. Violation of classroom policies will be handled according to school district policy.

Tutoring: Because one of the goals of this course is to help all students find success in accounting, your instructor will be available after school to provide tutoring if you are having difficulty with accounting. I encourage you to make arrangements with me if you need additional help.