

**Course:** Accounting

**Fall 2010**

**Instructor:** Mr. Daniel Lemay

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**Course Website:** <http://danlemay.net>

**Oxbow Mission Statement:** In partnership with students, parents and community. Oxbow High School is committed to developing healthy individuals who are able to gain intellectual, social, and civic skills and apply them in a complex, changing world.

**Course Introduction:** Anyone who deals with any phase of business can benefit from an understanding of basic accounting principles covered in this first-year course. Students planning to attend college will find a high school introduction to the subject helpful. Students planning to operate their own business will find this course a must. Students will learn how to work with journals, ledgers, balance sheets, and income and capital statements of a self-owned business. You will assume the role of an accountant for a small fictional business. Since this is a single semester course, we will not use software.

**Learning Outcomes:** This course will help you to Meet the Standard in these Fields of Knowledge Standards from Vermont's Framework of Standards and Learning Opportunities A detailed listing of the Grade level Expectations covered can be found at the course web site. *Succeeding in math requires hard work and diligence in attending to learning opportunities in and out of class.*

**Course Expectations:** To be successful you will be able to solve a variety of problems and make connections between the mathematics and the situations presented. You will express mathematical and accounting concepts, results, and problems graphically, numerically, analytically, and verbally. Making connections among these representations is also important. You will demonstrate the ability to work both independently and cooperatively as part of a team. I expect work to be completed and submitted according to deadlines.

**What to do if you are absent:** Make-up work is expected to be completed within a time frame comparable to length of student's absence. Modifications to this expectation may be made on an individual basis. If you miss class for a school related absence, tests and quizzes will not be postponed.

*When can you get outside of class help?* Getting help earlier is better than later. At this time I do not know what my after school meeting schedule looks like, however, if you need help, ask. Helping students takes precedence over attending a meeting in most instances. I'm usually at school by 7::45 am and rarely leave before 4:30. Emailing questions is also a possibility.

**Methods of Evaluation:**

Various points will be awarded for keeping and updating a notebook of work, homework, presentations and quizzes/tests.

A running total of points earned and points possible will be kept for each student. A percentage will be calculated by dividing the points earned by the points possible at each midterm and at the end of the marking period. Letter grades will be assigned as outlined in Oxbow's Handbook for Students and Parents

*Semester grades:*

Each marking period grade gets doubled	80%
Comprehensive exam (January)	20%.
Final Project (June)	

**Cheating and Plagiarism:** Academic dishonesty such as cheating, willful plagiarism or misrepresentation in any way of one's work or the ideas, arguments, facts or phraseology of another will not be tolerated. One's quotation, or unacknowledged paraphrasing of another's sentences, phrases, key works, of someone else's ideas or arguments is plagiarism. Please refer to the Student Handbook regarding disciplinary action.

**Resources used:** Textbooks: Century 21 Accounting: Multi-Column Journal. Ross et. al. South-Western Publishing. Various web sites and online accounting resources.

**Required materials list:**

A three-ring binder just for math, pencil or a black/blue pen. a *basic* calculator you feel comfortable in using.

**Student Expectations: *Class rules/participation:***

We need to follow Oxbow's Code of Conduct:

- Be Kind to Others
- Be Respectful
- Work Hard

**Late for class:** If you are not in the room on or before the second bell rings and do not have a pass from the office or a faculty member you will be marked tardy. Two unexcused tardies result in detention. Chronic tardiness will be referred to school administration.

**Parents/Guardians:** What you can do to help your child meet the goals chosen above are to:

- Check to verify homework/projects are completed. I usually publish weekly assignment guides. These are available on the web at <http://www.danlemay.net>. Click on the appropriate course link
- Do not hesitate to email/call me if you have any questions or concerns.
- I am almost always available for outside help after school. Sooner is better than later. Troubles in mathematics snowball fast.
- Access the Oxbow Parent Portal once per week to follow your child's progress.

Please detach, sign and return this page:

Accounting

Mr. Lemay

The signatures affixed below indicate that this course syllabus has been read and its contents understood. It is further recognized that the material outlined above is accurate and will be adhered to as closely as possible. Circumstances beyond the control of the teacher and/or administration may dictate the need for additions, deletions, or alterations to the content of this syllabus.

**Student Name** (*please print*) \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

Make sure to record this somewhere so you can remember it later. I should have this online grading system set up with in two weeks.

**This is worth 25 points signed and returned on or before Tuesday September 7, 2010**