**WOODBRIDGE HIGH SCHOOL**

**Course Syllabus – ACCOUNTING**

**2017-2018**

**Teacher Name:** Mr. Ryan Sabado

**Phone Number**: 949-936-7843

**Email Address:** RyanSabado@iusd.org

**Office Hours:** Tutorial Period, before school (7:40 a.m.) and by Appointment

**Parent Contact:**  Please email to arrange a phone call or meeting

**Course Description:**

Every student can benefit from an understanding of basic accounting principles covered in this first-year course. Students planning on attending college will find a high school introduction to the subject helpful. Students planning to enter the work force or operate their own business will find this course essential.

Students will learn how to analyze business transactions, record them in journals and prepare financial statements for businesses. Major areas to be studied include the accounting cycle, banking activities, payroll procedures, personal finance topics, career exploration and ethical decision making. Students will gain realistic experience and marketable skills by completing business simulation exercises. This course earns a student math credit (if needed) and thus includes instruction and practice of relevant math concepts. Students will reinforce skills and demonstrate proficiency using “paper and pencil” as well as a computer. Students must pass the first semester before enrolling in the second semester.

**Materials :**

Century 21 Accounting General Journal – 2014 Edition NEFE High School Financial Planning Program

Century 21 Accounting Working Papers – Aplia online access

* 3-Ring Binder for storage of worksheets and handouts Pen and pencil
* Basic Calculator – may NOT use cell phone or iPod

**Instructional Methods:**

Instruction will occur via student activities, lectures, and PowerPoint presentations along with significant classroom time allocated to individual and group practice. Such class work will be due at the end of class or at the end of the chapter. Homework will be assigned and will be due at the start of the class period on the day that it is due. *Late work will not be accepted.* *If student work is turned in without a name on it, no credit will be awarded*. When we are working on the computers, all Technology “Responsible Use“ practices will be enforced. This policy was read and signed by each student at registration and a copy can be found at <https://iusd.org/board_of_education/board_policy/policies/6163_4a.htm>.

**Absences:** Students will be responsible for getting all missed assignments and for copying classroom notes from a classmate. Class work/Homework Assignments will be posted daily on the ***Canvas*** website. Missed assignments will be allotted the number of additional days as were missed with the absence (one for one, two for two, etc.). It is the student’s responsibility to turn in missed assignments by the appropriate date and failure to do so will result in no credit. For planned absences (school activity or known family business) student must discuss with teacher PRIOR to absence and must make a plan for making up the work PRIOR to the absence. ***If an absence is unexcused (truant “C” or unexcused “U” in the attendance system), the student will receive a zero (no credit) for any assignment from that day (homework/class work/quiz/test).***

**Academic Honesty:**

It is expected that all the work turned in for this course is indeed the actual work of the individual whose name appears on the assignment. Academic dishonesty includes, but is not limited to, copying someone else’s work, letting someone copy your work, cheating on a classroom test/quiz/assignment, and plagiarizing an outside source. A student found guilty of academic dishonesty will receive no credit for the assignment and will be referred to an Assistant Principal for follow through according to the guidelines posted on page 15 of the course catalog found on the Woodbridge High School website. <http://woodbridgehigh.org/wp-content/uploads/2016/04/Course-Catalog-2016-17-rev-4.11.2016.pdf>

**Cell Phones:** The WHS Cell Phone Policy will be enforced. The instructor will specifically communicate if/when phones may be out for a specific academic purpose. During such times, when not actively in use, phones will be face down on the student desk. In the absence of any specific instruction otherwise, phones will be off and out of sight during class. All violation consequences will be assigned according to the WHS Cell Phone Policy. On test and quiz days, phones will not be permitted in class. Any phones brought to class on such days will be placed in a storage pocket for the duration of class. Any student found to be in possession of a phone on these days will be considered in violation of the academic honesty policy and all consequences referenced at the link above will apply.

**Parent Communication:** Several times per semester, classroom updates will be sent out via email to the family email address that resides in the school district database accessible via the Parent Portal (https://my.iusd.org/). Please check that your email address is correct so that you will not miss any electronic correspondence. Throughout the semester, questions or concerns can be directed to ryansabado@iusd.org and telephone or in-person conferencing can be scheduled by appointment.

**What students need to do to be successful in class:**

* **Come to class on time every day**. Bring all materials and if absent, make up the work.
* **Do the work and turn it in on time**. Even if incomplete, it will usually earn partial credit.
* **Participate in class**.
* **Take Notes**. Review notes each night at home to reinforce understanding and recall.
* **Study before tests** – Review text and pertinent past assignments prior to tests.
* **Be sure to write name on paper**. No name = no credit.
* **Manage your time wisely**. Don’t wait until the last minute to begin an assignment.
* **Pay attention**. Don’t let others be a distraction *and* don’t distract others.
* **Ask for help** if you don’t understand something. Attend the tutorial period and ask questions.

**What parents/guardians can do to help their student be successful in class:**

* **Ask** them to summarize what we are learning in class. Ask them if they understand the material or if they need to come in to tutorial for assistance.
* **Email me** if you see that your student is struggling.
* **Check to make sure that your student is coming to school and attending class** (attendance can be checked via the Parent Portal on the website)
* **Provide a regular schedule** to make sure that your student is getting enough sleep at night and eating breakfast before school.
* Make sure that **extra-curricular activities are balanced** with enough time to do homework and study.
* **Provide a study space** that is quiet and away from distractions.

Accounting Syllabus

School Year 2017-2018

Student/Parent/Guardian Confirmation Form

**Please complete the information below, return to class tomorrow**

**I have read and understand the expectations for Mr. Sabado’s Accounting class 2017-2018. I have also verified that my email address is correct on the parent portal** [**https://my.iusd.org/**](https://my.iusd.org/)**.**

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Student Name (print) Student Signature Date

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Parent/Guardian Name (print) Parent/Guardian Signature Date

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