



Course Syllabus

<http://www.sylvaniasouthview.org>

- **Course title:** Accounting Systems Technology I

- **Instructor Information:**
Gerald Bascuk
Room 119
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(419) 824 – 8580 ext. 6147
Available for discussion during 6th, 7th, 8th and 9th periods and before school.

- **Course Description:**
Accounting is the language of business. Businesses of every size deal with financial records to determine profit and loss. Whether your career plans include being a CPA, an attorney, a doctor, an office manager, or the owner of your own business, the study of accounting is essential. The course covers basic accounting concepts, including using Excel software to assist with accounting applications, as they apply to service and merchandising businesses. This course is highly recommended for all students planning to enter a College of Business Administration or pursue a degree from a two-year business program.

- **Textbooks, Readings and Materials:**
Provided Book and Workbook: Century 21 Accounting, Multicolumn Journal, Anniversary Edition, by Ross, Gilbertson, Lehman, and Hanson, (2009).
Required Materials: Pencils, calculator, and notebook paper.

- **Grading:**
 - Assessments will consist of worksheets, projects, and tests associated with each chapter.
 - Based on a point system – Each worksheet, project, and test will be assigned points. The total points accumulated (*including class participation*) are converted to a percent and the equivalent letter grade for the midterm and final grade for the course. Chapter tests are usually 100 points. Worksheets and projects will average 10 – 25 points each.
 - Grading scale from the Southview Handbook will be used.
 - Time will be given to complete worksheets and projects in class. There will be occasional opportunities for extra credit at the teacher's discretion, (students can expect an average of 20 points of extra credit for the semester).
 - No curve on midterm and/or final grades.

- **Class Expectations:**

Late assignments will be treated as follows: 1 day late – 90% of possible points, 2 days late – 80% of possible points, 3 days late – 70% of possible points, More than 3 days late – 0 points.

Excused absences: Students who miss work for an excused absence may make up any projects, assignments, and/or tests. Upon returning the student will be responsible to arrange a make-up time. Extraordinary situations will receive attention on a case-by-case basis.

Workbook: Students will be responsible to keep all worksheets and completed projects in their workbook.

Project Work: Some projects will be completed using Excel software and must be downloaded to a required file for grading. Students should keep hard copies in their assigned folder.

Handbook Policy: Mr. Bascuk will enforce handbook rules including rules on tardiness, cell phone use, and cheating. Students will be held accountable for knowing the Handbook rules.

Computer Usage: Rules and procedures regarding computer usage will be posted and strictly followed.

- **Suggestions for Success:**

- Follow all classroom policies. Failure to do so will result in lost points, misery, and eventual failure.
- Ask for help both in class, out of class, and during open periods.
- Become an active participant in your education.
- Complete work in the allotted amount of time (use time wisely).
- Come to class on time. Three tardies will result in one demerit.
- DO NOT BRING FOOD OR DRINK INTO THE CLASSROOM.
- Inappropriate/disrespectful language will not be tolerated.
- Students may not access the internet for games or music. Each occurrence will result in one demerit.