**BUSINESS MANAGEMENT, MARKETING AND TECHNOLOGY**

**Accounting/Finance Syllabus**

**52.0800**

Mrs. Suggitt (1st hour – 8:00-8:55 a.m. conference period)

Email: [hsuggitt@eupschools.org](mailto:hsuggitt@eupschools.org)

Website: <http://sault.eup.k12.mi.us/Domain/124>

Microsoft Teams – all instructions and documents needed will be found in Teams.

*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, a student must satisfactorily complete the core curriculum developed by the State of Michigan.

**4th Year Math Experience**

A full year of Accounting satisfies a student’s 4th year math experience credit if taken in their 4th year.

**Articulation (College Credits)**

Articulated credits are available through Baker College, Bay Mills Community College, Lake Superior State University, Ferris State University, Washtenaw Community College, Mid-Michigan Community College. In addition, over 45 other Michigan colleges/universities accept the NOCTI national exam as articulated credits.

**Business Professionals Of America**

BPA is a state recognized youth organization for business students.  All business students are eligible to join BPA.  The group is involved in school and community activities.  There is a regional competition held in January in Escanaba, Michigan where the students compete against other business students in the Upper Peninsula.  There are over 50 contests from which to choose.  Students that place in their respective contests are eligible to attend the State Leadership Conference held at the Amway Grand Hotel in Grand Rapids, Michigan.  Students placing at States are then eligible to attend the National Leadership Conference.

**Job Titles**

Accounts Payable Clerk Accounts Receivable Clerk

Audit Clerk I Audit Clerk II

Bank Teller Bookkeeper I

Bookkeeper II Business Management Clerk

Career Safe – Employability Skills Entrepreneur

Excel in Accounting Financial Literacy

General Ledger Clerk Insurance Clerk

Payroll Clerk                                        Retail and Credit Clerk

Stockbroker QuickBooks Bookkeeping Professional

QuickBooks Certified User Microsoft Excel

**Industry Certifications Available**

QuickBooks Bookkeeping Professional

QuickBooks Certified User

Microsoft Excel

**Foundation Skills**

Communications Leadership & Teamwork

Problem Solving & Critical Thinking Ethics & Legal Responsibilities

Information Technology Applications Technical Skills

Safety, Health & Environmental Systems Employability & Career Development

Academic Foundations

**Grading**

80% - Assignments, quizzes and tests

20% - Employability Skills

*Assignments will be completed in class and due on that day – there will be no homework unless you have missed the class.*

If a student has completed Accounting I or is enrolled for 2 hours each day, they will complete Job Titles for their Career Center Certificate.

The grade will be figured as follows:

80% - Productivity and Quality of Work

20% - Employability Skills

Late Assignments

Late assignments will have 20% deducted.

Employability Skills

Each student starts with 100 points (100%). Each day the student may earn points or lose points. **Cell phones will be kept in the teacher’s cell phone holder until the last five minutes of class. If the teacher allows, cell phones may be used occasionally for an assignment.** See attached employability sheet for other point values.

Productivity

Productivity is the amount of work that is handed in with an acceptable level of accuracy. For each hour of class the student should produce one hour of work. Every project is assigned the amount of time that it should take the average student to complete.

**Attendance**

Student handbook rules will apply.

\*\*Please sign the attached sheet to verify you have received the syllabus\*\*

The terms of this syllabi always subject to change