

CLASS RULES

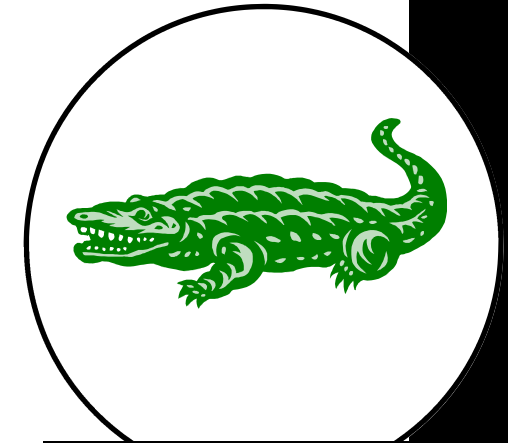
1. Any damage done to any computer hardware or software will be reported to the office and the appropriate disciplinary action will be taken.
2. Students are expected to bring necessary materials to class (i.e. **class notebook**, any assigned homework, and a pen/pencil.) Continued failure to bring a composition notebook to class each day will result in disciplinary action.
3. Students are expected to arrive to class on time. Tardies to class will be handled according to school policy.
4. Progress reports will be sent home at a minimum of four times each semester. When progress reports are sent home, they should be reviewed and returned with a parental signature. Updated reports may be requested.
5. All students should keep a notebook to keep all handouts and assignments. This notebook will assist students in preparing for the VoCATs post course assessment. These notebooks are due at the time of the final exam.
6. Practice being a good citizen everyday! There should be no horse playing in the classroom, always be respectful of everyone around you, and keep your work area and the classroom clean.
7. Never share your computer password or disk with ANYONE. You are responsible for keeping your electronic files secure.
8. All school rules will be enforced. Please refer to your class contract or the student handbook.
9. To prevent damage to the computers and classroom, the school rule of “No Gum and/or Candy” is enforced.

FBLA

I believe education is the right of every person.
I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

FBLA CREED

I believe education is the right of every person.
I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.
I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.
I believe every person should actively work toward improving social, political, community, and family life.
I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex, or handicap.
I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school and community.
I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.



Computerized Accounting II

Spring Creek High School

2008 - 2009

Mrs. Beverly Boltinhouse, NBCT
Business Education Teacher

GRADING SCALE

The grading scale for this course is in accordance with the WCPS grading policy and is:

93 - 100	A
85 - 92	B
77 - 84	C
70 - 76	D
below 70	F

COURSE MAKEUP

The grade for this course will be calculated by combining the following averages:

QUARTERLY TESTS	20%
OTHER TESTS	20%
WEEKLY QUIZZES	20%
NOTEBOOK CHECK	20%
HOMEWORK/CLASSWORK	20%

HOMEWORK POLICY

In accordance with county policy, all work missed due to an excused absence must be made up within five school days. Failure to complete and return work within five days will result in a zero entered into the grade book. Excessive absences will prevent a student from a high level of success as much of the work is completed during class at a computer. Makeup work and extra credit can be completed after school with the teacher—days are scheduled at least one per week. Check the teacher website for details.

COURSE OBJECTIVES

Unit A: REVIEW THE ACCOUNTING CYCLE

Competency 1: Journalize and post business transactions in journals and ledgers and prepare appropriate financial statements using manual and electronic methods.

Unit B: PAYROLL AND BANKING PROCEDURES

Competency 2: Journalize and post transactions relating to basic banking activities using manual and electronic methods.

Competency 3: Perform activities used in a payroll system using manual and electronic methods.

Unit C: ACCOUNTING FOR DIFFERENT TYPES OF OWNERSHIP

Competency 4: Apply accounting concepts, practices, and procedures for a departmentalized merchandising business organized as a partnership using manual and electronic methods.

Competency 5: Apply accounting concepts, practices, and procedures for a corporation using manual and electronic methods.

Unit D: ACCOUNTING ADJUSTMENTS AND INVENTORY CONTROL SYSTEMS

Competency 6: Apply accounting concepts, practices, and procedures for accounting adjustments using manual and electronic methods.

Competency 7: Apply accounting concepts, practices, and procedures for inventory control systems using manual and electronic methods.

Competency 8: Apply accounting concepts, practices, and procedures related to cost accounting using manual and electronic methods.

Unit F: BUDGETING SYSTEMS/MANAGEMENT DECISIONS

Competency 9: Apply accounting concepts, practices, and procedures related to budgeting using manual and electronic methods

Unit G: EMPLOYABILITY SKILLS

Competency 10: Demonstrate necessary skills and techniques to be used in seeking employment in the field of accounting using manual and electronic methods.

DAILY NEEDS

All students should bring the following items to class DAILY:

1. *Composition book*
2. 1" three-ring binder **or** folder for daily handouts, study guides, etc.
3. (2) No. 2 wooden pencils for testing
4. Blue or black ink pen (NO red)
5. Basic function calculator

CLASS SUPPLIES

- 1 Box Kleenex OR
1 Container of Hand Sanitizer
- 1 Ream of Paper (8 1/2 x 11)

CONTACT INFORMATION

SPRING CREEK HIGH SCHOOL

Mr. Stephan Clingan, Principal

Ms. Cynthia Reynolds, Asst. Principal

School Phone: 919-751-7160

School Fax: 919-751-7202

Email: beverlyboltinhouse@wcps.org

Second Semester Planning: 9:50-11:30

WEBSITE:

<http://www.waynecountyschools.org/386/site/default.asp>

VOCATS Practice:

www.waynecountyschools.org/workforce