

# ACCOUNTING

Ms. N. DAVIS, BUSINESS EDUCATION TEACHER  
ROOM 100

## Syllabus and Classroom Procedures

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### **COURSE OBJECTIVE:**

Students will implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and/or postsecondary education. Students will apply technical skills to address business applications of emerging technologies. Students will develop a foundation in the economical, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs.

### **TEXTBOOK AND INSTRUCTIONAL MATERIALS:**

- Century 21 Accounting, First-Year Course, by Ross, Hanson, Gilbertson, Lehman & Swanson, 6<sup>th</sup> Edition
- Handouts from various resources
- Overhead transparencies
- The Internet (specific sites)

### **COURSE OUTLINE:**

- Ethics
- Accounting as a Career
- Accounting for a Service Business Organized as a Proprietorship
- Accounting for a Merchandising Business Organized as a Partnership
- Accounting for a Merchandising Business Organized as a Corporation
- The Legal Environment of Business

### **GRADING/EVALUATION:**

Students will be given frequent feedback of overall performance in the course. Evaluation will be based on the following criterion. NOTE: Errors in assignments are costly. Please learn early on to proof your work. We are not perfect, but we must strive for perfection.

Daily Work/Vocabulary	30%
Quizzes	20%
Tests	40%
Journal/Notebook	5%
Participation	5%
	<u>100%</u>

### **SUPPLIES: Please bring all supplies listed by:**

#### • **B-Day Friday, August 19**

- 1 – 1½ to 2 inch, Dark Blue 3-Ring binder with clear front slots for name page
- 1 Package of dividers with tabs
- 1 Single subject Notebook (3-whole punched to fit in the binder)
- Ballpoint pen (blue or black)
- Pens

**Binders and supplies will be stored in the classroom in a designated area**

### **NOTEBOOK DETAILS:**

The student's notebook grade is based on the organization, neatness, and thoroughness of the sections listed below. Please use the dividers to separate the BCIS binder as follows:

1. Daily Objective/Notes/Vocabulary – each class session, the student will read the board and write down the day's learning objective and assignment details.
2. Handouts – this section contains all handouts passed out in class. The handouts should all be dated and kept in chronological order (most current on top).
3. Journal – this section contains the student's thoughts on a specific topic or phrase that is given on the first class session each week.
4. Class Work – this section contains all printed assignments completed in class by the student.
5. Quizzes and Tests – this section contains a grade sheet that lists the quiz/test name, date, and grade received. Original quizzes and test will be retained by Ms. Davis.

### MRS. DAVIS' CLASSROOM EXPECTATIONS

1. **RESPECT:** Always respect the teacher, classmates, visitors, peoples' personal items and school equipment.
2. **PERSONAL ELECTRONICS:** Please leave music CD, MP3s, IPODS, headphones, gameboys, or any other electronic devices at home or in your locker. Items found in the classroom will be taken and turned in to the office or an AP.
3. **LATE WORK:** Turn in all assignments on time. Late work will be penalized 25% at the next class session and not accepted after two class sessions. (Consideration will be given to students with excused absences.)
4. **MAKE UP WORK and TEST:** Students who have been absent are responsible for their missed assignments. Missed tests must be made up within two class sessions after returning to class. Make-up tests are given after school or at lunch, but not during class time.
5. **CLASS TIME: Students MUST BE ON TIME** and sign-in on the daily attendance sheet to avoid being marked absent. Students must follow the school attendance policies to make sure credit is received for the course. Refer to Student Handbook for details.
6. **RESTROOM BREAKS DURING CLASS TIME:** Please use the restroom during passing time and bring all materials to class everyday. Be prepared and on time to class every day.
7. **STUDY BUDDY:** Asking another student for assistance with an assignment is GREAT, just make sure you do your own work. Cheating will result in a grade of ZERO (0) and disciplinary actions and Saturday detention for all students involved.
8. **FIRE DRILL PROCEDURES:** Everyone must exit the classroom during a fire drill. All students in room 100 at the time of a fire drill must go to **Row B18**. Please remain quiet on your walk to the amphitheater.

### COMPUTER LAB RULES

1. **NO FOOD OR DRINKS IN THE COMPUTER ROOM FOR ANY REASONS!**  
Leave your work area clean. Return chairs, books, disks, mouse, keyboard, etc. to proper places before leaving class. While in class, please keep your books and purses neatly under your computer desk.
2. **DOWNLOADING AND CHANGING SETTINGS:** Do not change the screen saver or wallpaper on the computer or download games, pictures, music, or applications from the Internet without the teacher's approval. Downloading the above mentioned items will result in a grade of ZERO (0) for that day's assignments. Our computers are networked and virus can be spread to everyone.
3. **TEXT MESSAGING AND CHAT ROOMS:** Do not use any instant messenger (IM) application or enter chat rooms on the computer station. Students caught in violation of this rule will receive a ZERO (0) for that day's assignments. Notify the instructor immediately if you notice an IM on your computer.

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Parent/Guardian Name Signature & Date

\_\_\_\_\_  
Parent/Guardian Contact Phone Number

\_\_\_\_\_  
Parent/Guardian Email

**Parental Approval for "R"  
Movie Industry Video**

August 15, 2005

Dear Parent:

The High School for Law Enforcement & Criminal Justice will show only "G," "PG", and "PG-13" rated movie-industry videos to support curriculum objectives, however, with parental and principal approval an R-rated movie can be viewed. The movie Boiler Room is rated R, and supports the curriculum as it pertains to Ethics and The Law.

The movie is scheduled to be shown during the first or second week of the class. Boiler Room has received an R rating because of strong language. There is no nudity, killing, or bloody violence in the movie.

In Accounting, the video Boiler Room is a real world representation that reinforces the following curriculum objectives:


- I. What is Ethics
- II. Reasoning About Right and Wrong
- III. How is Ethics Expressed in Our Laws

If you prefer that your son/daughter not participate in this class activity, I will provide an alternative activity to reach the stated objectives. Please complete and return the bottom portion of this form to me by **Friday, August 19, 2005**.

Please feel free to call me at 713-867-5127 or email me at [ndavis3@houstonisd.org](mailto:ndavis3@houstonisd.org) , if you have any questions.



Ms. N. Davis, Business Education Teacher



Ms. C. Mostiet, Principal of LE/CJ

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Please check one of the following and return to Ms. Davis

Yes, my child has my permission to view the movie Boiler Room as it pertains to the objectives of the Accounting course objectives.

No, my child does not have my permission to view the movie Boiler Room. I would like an alternative lesson used that pertains to the objectives of the Accounting course objectives.

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Student's Name (please print)

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Parent/Guardian Name Signature & Date

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Parent/Guardian Contact Phone Number

# HIGH SCHOOL FOR LAW ENFORCEMENT & CRIMINAL JUSTICE

## INTERNET PERMISSION FORM

We are pleased to offer students access to a computer network for electronic mail and access to the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

**What is possible?** Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access

**What is expected?** Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **What are the rules?**

**Privacy** - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity will insure that students are using the system responsibly.

**Storage capacity** - Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

**Illegal copying** - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission

from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

**Inappropriate materials or language** - No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it their teacher immediately.

**Succinct Advice** - These are guidelines to follow to prevent the loss of network privileges at School.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials which violate the miles of appropriate use.
10. **Be prepared** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

**Parent Permission Form and User Agreement** - As a parent or guardian of a student at the High School for Law Enforcement and Criminal Justice, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

**Choose One of the following.**

\_\_\_\_\_ My child may use *e-mail* and the *Internet* while at school according to the rules outlined.

\_\_\_\_\_ My child may ***NOT*** use *e-mail* and the *Internet* while at school.

**Parent's Name (Print):** \_\_\_\_\_

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

As a user of the School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

**Student's Name (Print):** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_, 2004/5