

Accounting 2

Instructor: Mr. Ventle **Classroom:** 243

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Conference: 7th period

Tutorials: Monday – Friday 07:30-08:10 - Tuesday 16:05 – 17:00

Monday, Wednesday, Thursday evening by appointment

Course Description

This course is designed to provide a realistic, integrated, computerized approach to the accounting process. Real world application is applied via group work and projects. This class is offered as dual credit through South Plains College.

Major Learner Outcomes

Students will gain an advanced understanding of the accounting careers, accounting process, and business application of accounting principles. Students will learn the basics of Intuit QuickBooks accounting software.

Class Time

Classes will begin and end on time and it is expected that students will work bell-to-bell on their assignments. Be prepared to begin class immediately following the tardy bell. It is the student's responsibility to find out what was missed during class when they are absent or tardy.

Course Outline

Students continue the investigation of the field of accounting, including how it is impacted by industry standards as well as economic, financial, technological, international, social, legal, and ethical factors. Students reflect on this knowledge as they engage in various managerial and cost accounting activities. Students formulate and interpret financial information for use in management decision making.

1. Email communications
2. Adjusting Entries & Trial Balance
3. QuickBooks 1
4. QuickBooks 2
5. Financial Statement & Corporate Closing Entries
6. Project 1
7. QuickBooks 3
8. Financial Statement Analysis
9. QuickBooks 4
10. Project 2
11. QuickBooks 5
12. Capital for Growth & Development
13. QuickBooks 6
14. Plant Assets, Depreciation, & Intangible Assets
15. QuickBooks 7
16. Inventory
17. QuickBooks 8
18. Project 3
19. QuickBooks 9

20. Accruals, Deferrals, & Reversing Entries
21. QuickBooks 10
22. Corporate End-of-Fiscal Period Work
23. QuickBooks 11
24. Partnerships
25. QuickBooks 12
26. Project 4
27. QuickBooks 13
28. Recording International & Internet Sales
29. Project 5
30. QuickBooks 14
31. Project 6
32. QuickBooks Certification

Grading Policy

At least nine (9) assessments are entered into the gradebook each 9-week period. This will consist of assessments from quizzes, tests, projects, group work, and participation. All grades recorded in the gradebook will relate directly to one or more TEKS based instructional objectives. Class grading policy follows MHS policy for GPA calculations. Most assessments and course work are graded on the computer and grades are immediately available. Topic (daily or practice work) grades may or may not get entered into the gradebook and if they are entered into the gradebook will receive a zero (0) percent weight. Assessments will account for 100% of the grade. Late work is accepted up to five (5) school days after the due date. A late submission penalty of ten (10) points per day are deducted up to 5 days (50 points) may apply. Work submitted after the 5th day will, if accepted, will receive a maximum score of 50 and work is not accepted past the 10th day. Students can correct assessments below 80 up to a grade of 80 and will have five (5) school days once the assessment entered into the gradebook for reteach/retest. Students with missing topic work may be required to complete those assignments prior to retaking the assessment. Excused absences will extend the due date on a 1 to 1 basis for the due date. Late work can forfeit the retake/retest policy.

Course Work

Course materials are provided online through computer log-on and accessible via the internet. Google Classroom is used for posting assignments and receiving other assigned material that is not connected with the primary course work software. Coursework is collaborative and/or group work in nature for training software problems, projects, and research papers. Collaborative and/or group projects as assigned are designed as in class work. Tests and quizzes are to be completed individually without any assistance from another in any form or fashion. Submit work in the correct format and software in order to be graded. Assignments are submitted with Microsoft Office Suite products; Access, Excel, PowerPoint, or Word. Assignments submitted in alternative software is returned to the student for submission in the correct software and may result in a late submission and subject to late penalty. It is the responsibility of the student to ensure that the correct software is utilized. Missing assignments will receive an 'M' in the gradebook that equates to a zero. Some projects may take a bit longer to grade and will have a "T" entered in the gradebook to indicate the assignment is received and in the process of being graded.

Grade Changes

Send me an email when a grade change for an assessment retake is required to let me know you have completed the assessment. The email should be written in a business format that explicitly details the assessment grade change. If a student wishes to have an assignment graded that is past

the fifth day, the ‘Late Assignment Submission Form’ must be completed in detail. Submission of this form or email is not a guarantee the assignment will be accepted for grading or that a passing grade will be given. Late assignments are graded at the earliest opportunity and will be entered into the gradebook by the progress/report period. Errant grades will be corrected as soon as it is noticed. Late assignments are graded at the earliest opportunity and will be entered into the gradebook by the progress/report period.

MHS Tutor Tickets

Monterey offers tutor tickets to students attending after school tutoring in a designated area on campus. These tickets may be redeemed to increase any submitted assignment up to a grade of 80 at the rate of 10 points per ticket. Tutor ticket points are awarded for attending in class tutoring during tutor hours. Missing assignments in the gradebook are not eligible for tutor ticket redemption.

Class Expectations

Students are expected to:

- follow Lubbock ISD and Monterey High School policies and procedures.
- upon arriving to class, the student should have the school issued ID prominently displayed front and center on their person.
- arrive on time, sign in to the computer and complete any Bell Ringer work or begin work on assignments. Daily info, lecture, and pertinent project info is discussed immediately following the tardy bell. It is the responsibility of the late arriving student to obtain any missed information. Late arriving students are expected to quietly find their seat without disturbing the class in progress.
- turn their (electronic devices) phones off and put them out of sight as well as earbuds and internet connected watches per Texas Education Code Sec. 37.082. Students are asked to put up phones, and earbuds at the beginning of class. If the phone is out after that point, the student will be asked to put their phone/earbuds on my desk until the end of the class period. Refusal to do so will result in an administrator visit to pick the phone up until the end of the school day. Phone calls and texting may be made before or after class, do not ask to answer a phone call or text during class.
- follow dress code and violations will be sent to admin to obtain alternate clothing.
- follow the Public Place, Public Voice policy.
- act in a courteous, polite manner, (May I..., please, thank you, you’re welcome, Mr., Mrs., Ms., etc.) with a professional attitude since this is a business class. Be respectful of other’s comments and opinions during discussion. To not talk over or during another’s conversation. Raise the hand to be recognized before speaking in class discussions and to get the teacher’s attention for assistance or questions.
- pay attention, take notes, participate in discussion, and ask questions as appropriate. Notes written during lecture may be accessed during exams/tests at the teacher’s discretion and will be clearly indicated by the teacher that the notes can be referenced.
- work on class assignments the entire class period, and in the event the student finishes with a current assignment the student should begin the next assignment or work on other school work.
- to District/MHS/Teacher policies regarding computer access and use. Any device the student plugs into a computer port will be taken up by the teacher and may be turned over to the appropriate authority to determine if malicious software was uploaded to the computer.

Class Norms – The Road to Success

- ❖ NO EATING, DRINKING, OR CANDY/GUM IS PERMITTED IN CLASS.

❖ ARRIVAL TO CLASS

- As soon as you arrive in class report to your assigned computer and check for any damage and report to the instructor any adverse findings. Reported damage is assessed to the first prior student that did not report the damage and is responsible for replacing/paying for the computer equipment.
- Log on to your assigned computer.
- Read the Smartboard and start working on assignment listed.

❖ BE PREPARED

- Bring an attitude conducive to learning.
- Come to class ready to work.

❖ SEATING

- Seats/computers are assigned.
- Seats may get changed to accommodate hearing, vision, AVID, facilitate student interaction, and/or student behavior at any time, at my discretion.
- Students may request a different seat which may or may not get granted.

❖ EQUIPMENT CARE

- Obtain permission before printing.
- Modifications to computer settings of any kind are NOT permitted. This includes but is not limited to; printer settings, screensavers, desktop wallpaper, and desktop icons.
- Do not write on desks or equipment.

❖ TEXTBOOKS AND EQUIPMENT

- Textbooks and computers are only available in the classroom.
- Some content is available via any internet enabled device.
- Save student work on the computer D: drive or in the student's My Drive.

❖ ASSIGNMENTS

- It is essential to your academic success to complete all assignments in a timely manner.
- Due to the nature of the course, assignments are designed for in class completion.
- However, some research for projects or writing papers may require work outside of the class period.
- Ample time is allotted to complete each assignment during a normal class period or periods depending on the assignment length.
- It is your responsibility to check on missing assignments and turn them in within the time limit.
- Assignments are posted on line in Google Classroom and/or the gradebook.

❖ MANNERS

- Public Place – Public Voice.
- When the instructor or student is talking, you are actively listening.
- Raise your hand if you have a question.
- Keep the workstations clean and neat. Be courteous to the next student and leave them a clean work station.
- Come with a learning attitude and expect something out of the class.

❖ CLASS BREAKS

- Students must wear their visible ID and obtain a pass to leave the class.
- Nurse passes are available on an as needed basis.
- Restroom breaks are authorized as long as the break does not exceed 5 minutes. A student exceeding the 5-minute restroom break will lose their restroom privilege for the remainder of the semester.

❖ END OF CLASS

- The bell does not dismiss you from class.
- Save your work in the proper folder on your student drive.
- Close all programs and sign out.
- Remain in your seat until dismissed by the instructor.

- When leaving make sure your workstation is clean and ready for the next student, your chair is pushed up under the table, and trash is placed in the trash can.
- ❖ ABSENCES AND TARDIES (Follow School Policy)
 - The best way to learn is to attend class!
 - It is your responsibility to find out what you missed when absent.
 - Visit with a classmate or the teacher to obtain the missing work and should be done outside of normal class time.
- ❖ TUTORIAL
 - Sign in and out on the Tutorial sheet.
 - Tutorials are for your benefit – use it when needed.
 - Tutorial tickets are accepted and will bring any submitted assessment up to a max grade of 80.

Academic Integrity

It is the aim of the faculty of Monterey High School to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences. The determination that a student has engaged in academic dishonesty shall be based on the judgement of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students, or the use of an artificial intelligence detection tool.

- PLAGIARISM AND CHEATING: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in a grade of “1” for the assignment and no ability to replace the grade.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another’s work during an examination or on a homework assignment;
8. Rewriting another student’s work in Peer Editing so that the writing is no longer the original student’s;
9. Taking pictures of a test, test answers, or someone else’s paper.

A grade of “1” will be assigned to a student in the case of academic dishonesty and/or plagiarism at the discretion of the instructor, as clearly defined in the course syllabus, due to the severity of the student’s actions and disregard for the learning objectives of the course.

Artificial Intelligence

Tier 2: AI-assisted Idea generation and structuring is the highest level of AI allowed in this class. Generative Artificial Intelligence (AI) may be used to gather ideas, topics, or resources to give the student a starting point for the project, brainstorming, creating structures to improve work. AI may not be used to complete any portion of the project. Some assignments will be Tier 1: No AI allowed at all and these assignments will be identified as Tier 1 in the instructions.

Examinations

Exams/Tests are given frequently during class to establish student comprehension and progress. Exams/Tests are administered during the scheduled class time and the student has the class period to complete the exam/test. Exams/tests completed outside of the regular assigned class period will not be accepted for a grade. Students absent for an exam can make it up during regularly scheduled tutoring times or by appointment. Passes are issued to excuse a tardy to the next class as required. It is expected during exams/tests only the exam/test software or teacher approved software may be open on the computer. Students ignoring this expectation or giving the appearance of ignoring this expectation will be dealt with in accordance with the academic integrity policy of this course. Any student with their phone out during an examination may receive a permanent grade of 'zero' for suspected cheating. Conversations are not allowed during tests. Students conversing during an exam will receive a zero grade, sent to their alpha house principal for disrupting the class, and cheating. If a determination is made the conversation did not involve the test, the students may make up the test during morning tutoring hours. The missing assignment grade may be up to an 80 and will receive a late assignment penalty. TIA pretest will not count as a grade. The TIA post-test for CTE and Fine Arts will be recorded as a grade – as a DA – based on teacher discretion.

Extra Credit Work

As a general rule extra credit work is available only in special cases. Special case assignments are presented on a rare basis to the class as a whole that may earn extra points to an assessment grade that is submitted; missing assignments do not qualify for extra credit points. Individual extra credit is rarely assigned. Students that are completing the course work and practicing good work ethics, should not need extra credit to pass the class. A student requesting extra credit work should ensure they have completed and submitted all assignments timely, short of that, the request will be declined. Requests should come in the form of a properly written email, detailing the amount of points expected, the extra credit proposal, and when you expect to complete the extra credit. Assignments for extra credit will be agreed upon by the student and teacher, and the teacher will respond to the student's email with the agreed upon assignment. Extra credit work should be completed outside of the normal class time to receive full credit.

Non-Discrimination.

The Lubbock Independent School District offers career and technical education programs in 13 career clusters. It is the policy of the Lubbock Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices.

Additional Dual Credit Statements

Follow the link for additional information that pertains to this course.