

Accounting II - Mrs. Cyrenna Moreno
CLASS EXPECTATIONS AND DISCIPLINE PLAN

- ATTENDANCE:** Must be present at least 60 minutes to be counted present.
- TARDIES:** I track tardies! If the student is late to class, I will follow the school handbook for consequences.
- ASSIGNED WORK:** There is a 3-day extension for any assignment not turned in on time. During this time, there is no penalty for late work. After 3 days, no credit is given.
- MAKE UP WORK:** If a student misses a day, he/she must arrange to make up the work missed. Do NOT count on making it up in class on the next day- you WILL get behind.

CLASSROOM BEHAVIOR RULES:

- BE RESPECTFUL to the teacher and classmates.
- BE PREPARED: Bring paper, class notebook and pen or pencil to class every day.
- BE ON TIME: Come to class on time with a good attitude to learn.
- BE RESPONSIBLE. You are responsible for any damage you do to equipment, for operating equipment safely and for not surfing to **non-approved** internet sites.
- LISTEN. Follow directions the first time they are given.

DISCIPLINE PLAN: Choosing to disobey a rule or cause a disturbance results in the following:

- 1st Offense - Verbal warning
- 2nd Offense - Parent will be contacted & written warning
- 3rd Offense - Teacher Detention - 30 minutes before or after school & parent notification
- 4th Offense -Principal Referral & parent contact

GRADING SCALE: Daily Assignments 40%, Tests 35%, Journal 15% and Participation 10%.

I have read and understand Mrs. Cyrenna Moreno's CLASS EXPECTATION AND DISCIPLINE PLAN and the Dorman High School Network Code of Conduct.

STUDENT NAME & SIGNATURE _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Parent (s) email address: _____

Course Syllabus: Accounting II

1. Reviewing the Accounting Cycle
2. Assets, Liabilities and Equity
3. Understanding Business Information
4. Notes Payable and Receivable
5. Uncollectible Accounts Receivable
6. Payroll Taxes
7. Accounting for Other Forms of Organizations
8. Special Accounting Systems
9. Purchases and Cash Receipts
10. Accounting for Business Decisions
11. Automated Accounting
12. Financial Statements
13. Assets and Depreciation
14. Inventory Methods