



2019-2020

K  
i  
n  
g  
  
G  
e  
o  
r  
g  
e  
  
H  
i  
g  
h  
  
S  
c  
h  
o  
o  
l

# Accounting and Advanced Accounting

Teacher: Mrs. Robison  
E-Mail: [hrobison@kgcs.k12.va.us](mailto:hrobison@kgcs.k12.va.us)  
Phone: (540) 775-3535 ext.

Department: CTE  
Planning Block: 3rd block

## Course Description:

Accounting emphasizes accounting principles as they relate to both manual and computerized financial systems. Instruction integrates microcomputers and electronic calculators as the relationships and processes of annual and computerized accounting are presented. FBLA membership is strongly encouraged. (See KIGHS Program of Studies for more detail information)

**FBLA:** FBLA is a co-curricular club activity and participation is strongly recommended.

## Materials Needed:

- *Recommend: 3 Ring binder at least 2 inches, Black/Blue Pen, hi-liter and Pencil*
- *Optional: Bleach Wipes and extra pens and pencils for those students that forget them*

## Grading Policies:

10% Warm Up/Exit  
50% Classwork/Homework  
40% Tests/Quiz

## Makeup/Missed/Test/Late Work Policy:

Students will use textbook and other sources for this class. Students are graded through class work, test, and projects. Assignments are assigned daily and to be completed for grade. Any assignment not turned in by the due date, will be treated as late work and docked 10% each day for 3 days. Late work will be accepted for 3 days then the zero will remain. Any students out of school has three days to make up work (all assignments are on my website).

All work not completed in class must be finished during IE or as homework in conjunction with any additional assignments. In the event that a test or quiz is missed, it must be taken during Flextime within three days. It is the students' responsibility to request and make up any missed assignments.

If student fails a test, he/she may request a make-up within 3 days' time, from receiving his/her grade. Remediation and retest (different test) must be completed within one weeks' time. The two test grades will be averaged to represent the new grade.

## King George High School HONOR CODE:

Anyone cheating will receive a zero for that assignment/test and referral to the office. If it is not your original work it is considered cheating!

All students are expected to adhere to the KGHS Honor Code:

"As a member of the student body of King George High School, I pledge that I will strive to be morally honest with myself and with others in thought, word, and deed. I will not participate in, encourage, or condone cheating in any form."



Page 2

Accounting Syllabus

Mrs. Robison

### **Important Dates:**

#### Interims

August 29  
October 15  
November 26  
January 28  
March 13  
April 30

#### End of Grading Period

September 20  
November 1  
December 20  
February 19  
April 3  
May 22

#### Report Cards

September 24  
November 6  
January 7  
February 21  
April 7  
Online/Mailed

#### **Grading Scale**

A 100 - 90  
B 89 - 80  
C 79 - 70  
D 69 - 60  
F 59 & <

### **Classroom Rules:**

1. All rules in the student handbook will be strictly enforced.
2. See attached for classroom procedures/rules

### **Expectations:**

Students are expected to follow standard and procedures in order to maintain an effective learning environment for all students:

- Arrive on time!
- Come to class prepared
- No food
- Be respectful
- Give your best effort

---

## **STUDENT COMMITMENTS AND RESPONSIBILITIES**

### *I WILL:*

- ... do my best at all times and follow the teacher's directions promptly.*
- ... be respectful to everyone in the room, including the teacher and myself.*
- ... stay on schedule with the curriculum and arrange for help if I need it.*
- ... keep my user name and computer password a secret.*
- ... not abuse the textbooks or other equipment in the classroom.*
- ... have my student ID and Student Agenda in class every day.*
- ... be on time to class and in my seat when the bell rings.*
- ... abide by the honor code, dress code, and other regulations as listed in the student handbook.*



**AFTER READING THE ATTACHED RULES AND PROCEDURES, PLEASE SIGN AND RETURN THIS PAGE BY Friday, August 16, 2019.**

Page 3  
Accounting Syllabus  
Mrs. Robison

***I have read the course information sheet and the classroom procedures on Mrs. Robison's Website. I understand what I have read. I also understand that if I violate these rules that I may be disciplined for the incident within the guidelines as stated in the KGHS handbook.***

**Video:**

On occasion videos, including but not exclusively YouTube and History Channel documentaries, maybe used to introduce or reinforce objectives in the class. Please check the box if you WANT an email when a video will be shown.

☐

**Email address:** \_\_\_\_\_

**Food:**

**There will be occasion food may be made available to the students during this class. If your child has a food allergy, please not it below.**

**Video:** ☐ **My child can watch videos** ☐ **No my child cannot watch videos**

**Food:**

☐

**My child can participate in food activities (eat the food)**

☐

**No, my child cannot participate in food activities**

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Food Allergies or any additional information you would like me to know about your student....

---

---

---

---

---