

# Dos Palos High School

Business Department

ROP Computer Accounting      UC Approved "g" Credit      2020-21

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Mrs. Hunger

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## Course Description and Goals

This course is an entry-level accounting course emphasizing both computer-assisted and manual accounting methods. First semester course work relates to sole proprietorship organizations. Second semester relates to partnerships and corporate accounting. Students will become acquainted with both the theory and terminology associated with the accounting cycle.

Students enrolled in an ROP course are required to create a professional portfolio and participate in a formal "mock" interview.

## Articulation with Merced College

ROP Computer Accounting has an articulation with Accounting 51 (4 units) and Accounting 31 (2 units) at Merced College. To be eligible students must maintain an A or B throughout the year and pass the end of year final with a B or better.

## Pre-requisites

- High School Junior or Senior (16 or older)
- Positive Attendance

## Topics of Study

- Accounting terminology
- Accounting concepts & principles
- Computerized accounting software (QuickBooks)
- General and subsidiary ledgers
- Financial statements
- Career opportunities
- Employability Portfolio
- Leadership skills
- Safe work habits and attitudes
- 10-key calculator

## Assignments and Grading

Each assignment will be specifically related to ROP Computer Accounting and Career Development. Students are required to provide computer generated projects and complete assigned projects while in class. Discussion Board participation is mandatory, see requirements on CANVAS. Participation is required on portfolio day. A student who refuses to participate, in portfolio day, shall not receive higher than a "C" grade in the class, as per Merced County Office of Education ROP. **All assignments are due on the Friday of the assigned week, unless otherwise specified. All late work is half credit, no late work accepted after a grading period.**

ROP Computer Accounting students will be evaluated using the following criteria:	
<b>PARTICIPATION: 45%</b>	<b>ASSESSMENT: 25%</b>
<b>PORTFOLIO: 30%</b>	

\*Assignments may be added or deleted at the teacher's discretion.

## Attendance

\*The ROP Computer Accounting class at Dos Palos High School will follow the attendance policy set by the administration at DPHS.

## Grading Scale:

The following will be the grading scale used in ROP Computer Accounting:

100%-90% = A

89%-80% = B

79%-70% = C

69%-60% = D

59%-- 0% = F

## Classroom Rules and Policies

\*The Dos Palos High School ROP Computer Accounting class will abide to all sections of the DPHS Student Handbook to include:

### **Professionalism**

- ROP Computer Accounting students are expected to act in a professional manner.

### **Computer Use**

- Computers are only to be used for the purpose of operating programs affiliated with the ROP Computer Accounting curriculum.
- Dos Palos High School - AUP "Acceptable Use Policy" must be turned in accessing the system.
- Food and drinks are not permitted inside the classroom.

## **Virtual Meeting Expectations**

During distance learning, teachers will be utilizing Zoom for their direct instruction and as a way to interact with students. Every zoom session will be recorded, including breakout sessions. During Zoom interactions, students are expected to follow the same rules as they would in a classroom. The rules are as follows:

1. Students will use their first and last name as it appears on the role sheet for their name on Zoom.
2. Students will not interrupt each other or their teachers
3. Students will keep their microphones muted unless asked to unmute
4. Students will raise their “virtual” hand and wait to be called on
5. Students will use appropriate language
6. Students will risk being marked absent or truant if they do not stay throughout the Zoom lecture/presentation (leaving a zoom without permission will be looked at the same as a student who walks out of class)

Students who break any of the above rules will face consequences as they would if they were in a regular classroom setting. This will include but not be limited to parent contact, meeting with an administrator, and/or if the behavior persists, a possible recommendation for independent study.