

# Accounting II

## Trainee Job Description

Mrs. Alley

Jolene\_Alley@abss.k12.nc.us

### Objectives

- Provide students with an opportunity to develop in-depth knowledge of accounting procedures and techniques utilized in solving business problems and making financial decisions. Emphasis includes departmental accounting; corporate accounting; cost accounting and inventory control systems; managerial accounting and budgeting; and further enhancement of accounting skills.
- Work-based learning strategies appropriate for this course include cooperative education, entrepreneurship, internship, mentorship, school-based enterprise, service learning, and job shadowing.
- FBLA competitive events, community service, and leadership activities provide the opportunity to apply essential standards and workplace readiness skills through authentic experiences.
- **Prerequisite:** Accounting I

### Required Skills

- Positive Attitude
- Communication skills
- Teamwork Abilities
- Reading and Comprehension
- Basic Writing
- Basic Math
- Basic Social Studies
- Time Management
- Open Mind for Learning

### Duties

- Be actively engaged
- Do your work as accurately as possible
- Do your own work (no cheating)
- As needed, ask for clarification
- Actively listen and record information (take notes)
- Participate in practice runs with Mentor (Classwork with Mrs. Alley)
- Complete tasks in a timely manner (no late work accepted)

### Compensation

- |            |                  |     |
|------------|------------------|-----|
| ● 90%-100% | Superior         | “A” |
| ● 80%-89%  | Above Average    | “B” |
| ● 70%-79%  | Standard         | “C” |
| ● 60%-69%  | Below Standard   | “D” |
| ● 0%-59%   | Re-Work Required | “F” |

➤ Superior or Above Average ratings: Recommendations for employment, colleges, scholarships, etc.

## Quality Control

Daily Participation	25%
Spot Checks (quizzes)	30%
Inspections (tests/projects)	45%

- Daily Participation grade is 100%.
  - Your chance to improve:
    - Verbal warning – 1<sup>st</sup> Behavioral Offense
    - Written warning – 2<sup>nd</sup> Behavioral Offense
  - Lose all points:
    - Pink Slip & Chillout – 3<sup>rd</sup> Behavioral Offense
    - Sleeping on the clock
    - Absent

## Conduct

- EXPECT GREATNESS
- Adhere to ABSS and WMWHS Codes of Conduct
- Clock in and out each day
- Arrive early (before the tardy bell)
- Work well independently and in teams
- Be honest
- Respect yourself and others
- Leave your workstation better than you found it
- Phones should not be used while you are on the clock (see Mrs. Alley if you have a concern)
- Do not ask for bathroom privileges. Sign-out and take the bathroom pass when you need to go. Go to the closest restroom. Sign-in when you return. No one is allowed out during first and last 15 minutes of class.
- In case of a substitute teacher, inform them that you are going to the bathroom.

## Equipment Needed

- 3 ring notebook with paper (dividers optional but advised)
- Pencil
- Eraser
- Highlighter
- Positive Attitude

## Communication Methods

- Email: [Jolene\\_Alley@abss.k12.nc.us](mailto:Jolene_Alley@abss.k12.nc.us)
- Twitter: @JAlley\_WMWHS
- Sign-up for Text Messages: text @acc2alley to 81010
- Class Website: <https://www.abss.k12.nc.us/Page/42741>
- Google Classroom: <https://classroom.google.com/c/MTU5NTU5NzcyMjFh>
- School Phone: 336.570.6161