

A Message From The Teacher

Welcome to the CTE department of Central Union High School. Computerized Accounting is a course every student should take in their 3rd or 4th year of high school.

This accounting class will prepare our students to handle money, budget their money, handle payroll, prepare income tax, calculate using the numeric keypad, preparing for a job, and handle daily transactions for a service business.

Many of these things are life learning experiences which will help each student as they enter the world beyond high school. It will prepare them for living on their own in college, in the work field, and one every level of handling their own finances.

Sign up with your counselor today to add this Accounting course to your schedule for the next school year.

CUHS assigns grades quarterly.

Semester grades at the grades that are represented on student transcripts.

Progress reports are sent home at the 4th week and 13th week of each semester.
(This is only for students with a D or F)

Grading scale is as follows:

**100-90%=A,
89-80%=B,
79-70%=C,
69-60%=D
59%>=F**

**Instructor: Anna Vizcaino
Phone: 760- 336-4300
E-mail: avizcaino@cuhsd.net**

The Central Union High School District (CUHSD), is committed to ensuring equal, fair, and meaningful access to employment and education services. CUHSD does not discriminate in any Career Technical Education (CTE) opportunities or programs on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, or any other basis prohibited by California state and federal nondiscrimination laws respectively.

CUHSD offers CTE pathway courses in the following industry sectors: Agriculture and Natural Resources; Arts, Media, and Entertainment; Building and Construction Trades; Business and Finance; Health Science and Medical Technology; Hospitality and Tourism; Information and Communication Technology; Manufacturing and Product Development; Public Services; and Transportation. Not all CTE programs are offered at both comprehensive high school sites. There shall be no admission criteria for introductory pathway courses (prerequisites may apply for concentrator and capstone courses).

CUHSD has identified qualified personnel to oversee, lead, and direct the district's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in the delivery of education services. Persons designated to coordinate compliance in CTE Programs are listed below:

Tricia Petter, Assistant Principal, 760-336-4300 or Sheri Hart, Assistant Superintendent of Educational Services, 760-336-4530



Computerized Accounting



Central Union High School

**1001 Brighton Avenue
El Centro, CA 92243
Tel: 760-336-4300
Fax: 760-353-3570**

Business Department Course Description

Computerized Accounting

This course teaches students the basic principles in accounting. The accounting is applied to a proprietorship. Students learn about T accounts, debits and credits, and how to prepare journals and worksheets. Accounting provides students with instruction, both manual and computerized, in the area of accounting/recordkeeping, basic payroll, accounts receivable, accounts payable, computerized spreadsheets, Quick books, and preparing income tax. Students will also learn to maintain a personal checking account.

Computerized Accounting & Imperial Valley College

Computerized accounting is Articulated with Imperial Valley College. Which means by taking this course you can test at IVC and if you pass the IVC test you can receive College credit for taking the course as a high school student.

**Preparing CUHS
student for the Future!**

After taking this course you will be
Knowledgeable in:

- ⇒ **Budgeting**
- ⇒ **Create a Resume**
- ⇒ **Interviewing with Confidence**
- ⇒ **Speed Typing/Numeric Typing**
- ⇒ **Computing daily accounting transactions**
- ⇒ **Handling a bank account properly**
- ⇒ **Writing Checks**
- ⇒ **Balancing your checking account**
- ⇒ **Understand an Accounting Cycle**
- ⇒ **Career Researching**



Parent Responsibilities

- Encourage your child attends to school every day.
- Provide your child with the basic materials required for classes.
- Provide your child with a place to study that is quiet, well-lighted, and has appropriate work space.
- Discuss class work and assignments with your child on a daily basis.
- Participate in Open House and call when you have concerns.
- Check out other opportunities available to your child at SHS.
- Learn about the technology your children are exposed to in today's fast moving communication.

Student Responsibilities

- Attend class every day, and be on time.
- Bring materials to class every day.
- When absent, make-up your work promptly.
- Study for tests. BE PREPARED!
- Know the standards for which you are responsible.
- Develop and maintain a positive attitude.
- Ask for help when you need it.
- Follow all classroom and school behavior standards. Represent your school with pride.
- Be responsible for your actions through technology.