

Business Curriculum

Building: Cape Central High School Course: Accounting I				
Competency Group: Accounting Skills, Math and Communication Skills				
Competency Description: Accounting 1 is designed to give basic knowledge and skills used in double-entry accounting systems. Activities include entering transactions in journals, posting to ledgers, preparing statements and reports, and doing payroll and banking functions. Accounting activities for the computer are included with many of the topics studied. This course meets objectives for the future study in accounting as well as other related business fields.				
Measurable Learner Objective	Integrated Skills/ Crosscutting	DOK	Unit	Instructional Strategies/Student Activities/ Resources
Students will 1. define the purpose of accounting systems. 2. define terminology related to accounting concepts and principles. 3. define the three forms of ownership. 4. apply the accounting equation to business transactions. 5. classify accounts.	Communication Arts Math Technology	3-Strategic Thinking	Unit 1	Lecture Student Activities Student Problems Chapter Tests 4)analyze business transactions to determine the accounts that are affected

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<p>6. create a chart of accounts.</p>				
<p>7. explain the importance of following the Generally Accepted Accounting Principles (GAAP).</p> <p>8. apply GAAP principles and concepts.</p> <p>9. explain the double entry system of accounting.</p> <p>10. apply debit and credit rules to business transactions.</p> <p>11. identify global/international concerns related to accounting (e.g., time zones, monetary conversions, ethnic customs, and language).</p>		<p>2 - Skill/Concept</p>	<p>Unit 1</p>	<p>Lecture Student Activities Student Problems Chapter Tests</p>
<p>1. define terminology related to the accounting cycle process.</p> <p>2. analyze source documents.</p> <p>3. analyze transactions.</p>	<p>Communication Arts Math Technology</p>	<p>3-Strategic Thinking</p>	<p>Unit 2</p>	<p>Lecture Student Activities Student Problems Chapter Tests</p>

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<p>4. journalize transactions using various journal formats.</p> <p>5. post transactions to the appropriate ledger.</p> <p>6. create a trial balance.</p>				<p>4)analyze business transactions to determine the accounts that are affected</p>
<p>7. create a worksheet.</p> <p>8. create an income statement for a service business.</p> <p>9. create an income statement for a merchandising business.</p> <p>10. create a balance sheet for a sole proprietorship.</p> <p>11. create a balance sheet for a partnership.</p> <p>12. create a balance sheet for a corporation.</p> <p>13. create a schedule of accounts receivable.</p> <p>14. create a schedule of accounts payable.</p>	<p>Communication Arts Math Technology</p>	<p>3-Strategic Thinking</p>	<p>Unit 2</p>	<p>Lecture Student Activities Student Problems Chapter Tests</p> <p>7)-13) Analyze the financial statements to determine the changes that need to be made to increase the profitability of the company</p>

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15. create a statement of owner's equity.				
<p>16. create a statement of distribution of net income.</p> <p>17. create a statement of stockholder's equity.</p> <p>18. journalize adjusting entries.</p> <p>19. post adjusting entries.</p> <p>20. journalize closing entries.</p> <p>21. post closing entries.</p> <p>22. create a post-closing trial balance.</p> <p>23. complete a manual/automated accounting simulation.</p>	<p>Communication Arts</p> <p>Math</p> <p>Technology</p>	2 - Skill/Concept	Unit 2	<p>Lecture</p> <p>Student Activities</p> <p>Student Problems</p> <p>Chapter Tests</p>
<p>1. define terminology related to cash control and banking activities.</p> <p>2. identify cash control procedures (e.g., signature cards, deposit slips, internal/external controls, check clearing).</p>	<p>Communication Arts</p> <p>Math</p> <p>Technology</p>	2 - Skill/Concept	Unit 2	<p>Lecture</p> <p>Student Activities</p> <p>Student Problems</p> <p>Chapter Tests</p>

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<p>3. write checks.</p> <p>4. maintain a check register or stubs.</p> <p>5. endorse checks.</p> <p>6. identify the process for proving cash.</p> <p>7. prove cash.</p> <p>8. reconcile a bank statement.</p>				
<p>9. journalize transactions to establish and replenish petty cash.</p> <p>10. post journal entries to establish and replenish petty cash.</p> <p>11. journalize entries related to banking activities.</p> <p>12. post entries related to banking activities.</p> <p>13. journalize entries related to cash short and over.</p>	<p>Communication Arts Math Technology</p>	<p>3-Strategic Thinking</p>	<p>Unit 2</p>	<p>Lecture Student Activities Student Problems Chapter Tests</p> <p>9)analyze business transactions to determine the accounts that are affected</p>

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14. post entries related to cash short and over.				
<p>1. define terminology related to payroll.</p> <p>2. calculate time cards.</p> <p>3. calculate gross earnings (e.g., hourly rate, piece rate, and salary/commission).</p> <p>4. calculate net earnings (e.g., FICA, federal withholding, and insurance).</p> <p>5. create a payroll register.</p> <p>6. create payroll checks</p>	<p>Communication Arts Math Technology</p>	<p>3-Strategic Thinking</p>	<p>Unit 2</p>	<p>Lecture Student Activities Student Problems Chapter Tests</p> <p>4)analyze business transactions to determine the accounts that are affected</p>
<p>7. maintain an employee earnings record.</p> <p>8. calculate employer's payroll taxes (e.g., social security, federal and state unemployment, and Medicare).</p> <p>9. journalize entries related to payroll.</p>	<p>Communication Arts Math Technology</p>	<p>3-Strategic Thinking</p>	<p>Unit 2</p>	<p>Lecture Student Activities Student Problems Chapter Tests</p> <p>9)analyze business transactions to determine the accounts that are affected</p>

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10. post entries related to payroll.				
11. create federal, state, and local payroll reports.				
<p>1. define terminology related to special accounting procedures.</p> <p>2. calculate the cost of goods sold using the First In, First Out (FIFO) method.</p> <p>3. calculate the cost of goods sold using the Last In, First Out (LIFO) method.</p> <p>4. calculate the cost of goods sold using the weighted average method.</p> <p>5. journalize inventory entries.</p> <p>6. post inventory entries.</p> <p>7. calculate depreciation using the various methods</p>	<p>Communication Arts Math Technology</p>	3-Strategic Thinking	Unit 3	<p>Lecture Student Activities Student Problems Chapter Tests</p> <p>5)analyze business transactions to determine the accounts that are affected</p>
8. calculate book value.	<p>Communication Arts Math</p>	2 - Skill/Concept	Unit 3	<p>Lecture Student Activities Student Problems</p>

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<p>9. journalize plant assets inventory entries.</p> <p>10. post plant assets inventory entries.</p> <p>11. calculate the estimated uncollectible accounts expense.</p> <p>12. write-off uncollectible accounts using direct write-off and allowance methods.</p> <p>13. reinstate previously written-off accounts.</p>	<p>Technology</p>			<p>Chapter Tests</p>
<p>14. journalize uncollectible accounts entries.</p> <p>15. post uncollectible accounts entries.</p> <p>16. calculate interest and maturity dates.</p> <p>17. calculate accrued interest.</p> <p>18. journalize notes payable and receivable entries.</p>	<p>Communication Arts Math Technology</p>	<p>3-Strategic Thinking</p>	<p>Unit 3</p>	<p>Lecture Student Activities Student Problems Chapter Tests</p> <p>18)analyze business transactions to determine the accounts that are affected</p>

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<p>19. post notes payable and receivable entries.</p> <p>20. journalize reversing entries.</p> <p>21. post reversing entries.</p>				
<p>1. define terminology related to computerized accounting systems.</p> <p>2. differentiate between manual and computerized accounting systems.</p> <p>3. use spreadsheets and/or software to complete the accounting cycle.</p> <p>4. use spreadsheets and/or software to maintain cash control.</p> <p>5. use spreadsheets and/or software to prepare payroll.</p> <p>6. complete a computerized accounting simulation.</p>	<p>Communication Arts Math Technology</p>	<p>3 -Strategic Thinking</p>	<p>Unit 1 Unit 2 Unit 3</p>	<p>Lecture Student Activities Student Problems Chapter Tests</p> <p>Grading scale for computerized accounting work.</p>
<p>1. identify employment opportunities and job responsibilities available</p>	<p>Communication Arts Math</p>	<p>2 - Skill/Concept</p>	<p>Unit 1 Unit 2</p>	<p>Student Activities Student Problems</p>

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<p>in private, public, government, and not-for-profit sectors.</p> <p>2. identify certification requirements for accounting careers.</p> <p>3. apply problem-solving methods.</p> <p>4. develop time management skills.</p> <p>5. develop appropriate interpersonal skills for the workplace (e.g., teamwork, communication, attitude, punctuality, and cultural sensitivity).</p>	<p>Technology</p>		<p>Unit 3</p>	<p>Chapter Tests</p> <p>Presentation scoring guide</p>
<p>6. identify the importance of ethical business decisions.</p> <p>7. develop the concepts of integrity and confidentiality related to the accounting profession.</p> <p>8. present accounting topics (e.g., oral, visual, written, and group).</p>	<p>Communication Arts Math Technology</p>	<p>2 - Skill/Concept</p>	<p>Unit 1 Unit 2 Unit 3</p>	<p>Student Activities Student Problems Chapter Tests</p> <p>Presentation scoring guide</p>

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