

ACCOUNTING

Description

This full-year course offers both business and personal applications. It includes introductory concepts, double-entry accounting, and the accounting cycle as applied to services and merchandising businesses organized as proprietorships, partnerships, and corporations. Accounting I provides a basis for students that wish to further their education in accounting, management, marketing, finance, government, computer-related fields, and business administration.

Course Overview

Course Goals

Students should:

Essential Questions

- What are the career opportunities available in Accounting?
- How do businesses organize their financial activities?
- How do businesses safeguard their financial information?
- Why are financial statements so important to a business?
- What are the differences between recording financial information for a merchandising business rather than for a service business?
- How do students make sound financial business decisions for both personal and professional matters?

Assessments

Common Assessments

Skill Assessments

Content Outline

- I. [Unit 1](#) - Overview of the Accounting Profession
- II. [Unit 2](#) - Analyzing a Proprietorship using Accounting Equation
- III. [Unit 3](#) - Analyzing, Journalizing and Posting Transactions for a Service Business
- IV. [Unit 4](#) - Completing Accounting Cycle for Service Business
- V. [Unit 5](#) - Journalizing and Posting Transactions for Merchandising Business
- VI. [Unit 6](#) - Payroll and Personal Taxes

Standards

[National Business Education Association Standards](#)

National Business Education Association Standards are met in the following areas:

ACCOUNTING

- *The Accounting Profession*
- *Accounting Principles*
- *Accounting Process*
- *Compliance*
- *Financial Reports*

Grade Level Skills

Students will:

- Skills Matrix

- *Financial Analysis*

Pacing Guide									
1st Marking Period		2nd Marking Period			3rd Marking Period			4th Marking Period	
September	October	November	December	January	February	March	April	May	June
Unit 1	Unit 2	Unit 3		Unit 4	Unit 5		Unit 6		
<u>Overview of the Accounting Profession</u>	<u>Analyzing a Proprietorship using Accounting Equation</u>	<u>Analyzing, Journalizing and Posting Transactions for a Service Business</u>		<u>Completing Accounting Cycle for Service Business</u>	<u>Journalizing and Posting Transactions for Merchandising Business</u>		<u>Payroll and Personal Taxes</u>		
1 ½ weeks	4 ½ weeks	6 weeks		7 weeks	8 weeks		7 weeks		

Unit 1 - Overview of the Accounting Profession, 1 ½ weeks [top](#)

Standards

ACCOUNTING

The Accounting Profession

Understand the role that accountants play in business and society.

Level 3-4 Performance Expectations

- describe the current and historical regulatory environment of the accounting profession (identify the major-policy setting bodies in the accounting profession and explain their role)
- describe how current events impact the accounting profession
- explain the need for a code of ethics in accounting and the ethical responsibilities required of accountants
- explain how accounting information is used to allocate resources in the business and personal decision-making process

Describe the career opportunities in the accounting profession.

Level 3-4 Performance Expectations

- identify student and professional accounting organizations and associations
- identify professional designations and certifications in the accounting profession
- describe the educational requirements for various careers, professional designations, and certifications in the accounting profession
- describe the skills and competencies needed to be successful in the accounting profession
- describe the areas of specialization within the accounting profession and careers that require a knowledge of accounting

Demonstrate the skills and competencies required to be successful in the accounting profession and/or in an accounting-related career.

Level 3-4 Performance Expectations

- deliver a speech and make a presentation
- perform research and communicate in writing the results of the research
- demonstrate ethical decision-making skills and conduct in a business scenario
- apply analytical and critical decision-making skills
- identify and use information technology productively
- exhibit leadership skills
- demonstrate the ability to work within a team concept

Unit Objectives

Students will be able to:

- identify careers in the accounting field.
- identify educational requirements for Certified Public Accountants.
- describe the job responsibilities of accountants in various career fields.

Essential Question

- What are the career opportunities available in Accounting?

Focus Question

- What are the responsibilities and ethical issues facing accounting professionals today?

Assessment

- Ethics Activity “Do the Right Thing”

Skill Objectives

Students will:

- identify the many career opportunities available to those with an accounting

<ul style="list-style-type: none"> • explore the difference between ethical and unethical actions. • identify the ethical issues facing the accounting profession. • identify the governing bodies that oversee the accounting profession. • explore the ethical violations associated with the Enron scandal. 		<p>degree as well as the professional responsibilities and standards that are expected to be upheld.</p> <ul style="list-style-type: none"> • designate between ethical and unethical behavior and understand the consequences for breach of the ethical code.
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Unit 2 – Analyzing a Proprietorship using Accounting Equation, 4 ½ weeks [top](#)

Standards

ACCOUNTING

Accounting Principles

Identify and describe generally accepted accounting principles (GAAP), explain how the application of GAAP impacts the recording of financial transactions, and the preparation of financial statements.

A. CONCEPTUAL FRAMEWORK FOR FINANCIAL REPORTING

Level 3-4 Performance Expectations

- define assets, liabilities, equity, revenue, expenses, gains, and losses

B. ASSETS

Level 3-4 Performance Expectations

- describe the criteria used to distinguish between capital expenditures and revenue expenditures

C. EQUITY

Level 3 Performance Expectations

- explain how operating results, capital contributions, and distribution of earnings affect equity for the various types of ownership structures

G. GAINS AND LOSSES

Level 3-4 Performance Expectations

- distinguish between revenue and gains
- distinguish between expenses and losses

Accounting Process

Complete the steps in the accounting cycle in order to prepare the financial statements.

Level 3-4 Performance Expectations

- describe the purpose of the accounting system
- describe the purpose of journals and ledgers and their relationship
- describe the impact of technology on the accounting process
- identify and explain the advantages and disadvantages of different types of accounting systems
- differentiate between accounting and bookkeeping
- analyze and describe how business transactions impact the accounting equation
- apply the double-entry system of accounting to record business transactions and prepare a trial balance

Compliance

B. PERSONAL FINANCE

Develop a working knowledge of individual income tax procedures and requirements to comply with tax laws.

Level 3-4 Performance Expectations

- describe the history and purpose of tax law in the United States and the process by which tax laws are created

<p><u>Unit Objectives</u> Students will be able to:</p> <ul style="list-style-type: none"> • identify the purpose and need for various accounting systems in business. • define and differentiate between the needs of a service and merchandising business. • determine how transactions change an accounting equation. • explain the importance of the Capital account and what accounts affect it. (Ex: drawing account) • describe the effects of revenue, expense, investments and drawing on the Owners Equity account. 	<p><u>Essential Question</u></p> <ul style="list-style-type: none"> • How do businesses organize their financial activities? <p><u>Focus Questions</u></p> <ul style="list-style-type: none"> • What are assets, liabilities and owners equity and how are they used in the accounting cycle? • What are the differences between service and merchandising businesses? • What are the differences between revenue and expense accounts? 	<p><u>Assessment</u></p> <ul style="list-style-type: none"> • Mastery Problem 2-4 <hr/> <p><u>Skill Objective</u> Students will:</p> <ul style="list-style-type: none"> • balance the accounting equation and prepare a basic balance sheet according to generally accepted accounting principles.
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Unit 3 - Analyzing, Journalizing and Posting Transactions for a Service Business, 6 weeks [top](#)

Standards

ACCOUNTING

Accounting Principles

Identify and describe generally accepted accounting principles (GAAP), explain how the application of GAAP impacts the recording of financial transactions, and the preparation of financial statements.

A. LIABILITIES

Level 3 Performance Expectations

- record transactions for accounts payable and other short-term debt
- record transactions for long-term debt instruments

D. EQUITY

Level 3 Performance Expectations

- record equity-related transactions

E. REVENUE

Level 3-4 Performance Expectations

- describe the criteria used to determine revenue recognition
- record revenue-related transactions

F. EXPENSE

Level 3-4 Performance Expectations

- record expense-related transactions

G. GAINS AND LOSSES

Level 3-4 Performance Expectations

- record transactions resulting in gains and losses

Unit Objectives

Students will be able to:

- demonstrate the understanding of debits and credits by using T-Accounts and accounting equation.
- define source documents and understand their importance in the journalizing and record keeping process.
- journalize entries using a multi-column journal approach and double entry accounting.
- introduce General Ledger as a tool used

Essential Question

- How do businesses safeguard their financial information?

Focus Questions

- How are accounting forms used to comprehend the financial resources of a company?
- What system of controls are used to collect and protect financial information?
- What are the most common transactions of a service business and how are they recorded?

Assessment

- Mastery Problem 5-5

Skill Objectives

Students will:

- analyze transactions into debit and credit parts.
- record entries into a journal.
- post to a General Ledger.

for the posting process and explain importance of posting.		
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Unit 4 - Completing Accounting Cycle for Service Business, 7 weeks [top](#)

Standards

ACCOUNTING

Financial Reports

Develop an understanding and working knowledge of an annual report and financial statements.

Level 3-4 Performance Expectations

- identify sources for obtaining financial reports
- describe the users and uses of financial information
- identify the sections in an annual report and the purpose of each section
- explain the role of management and the auditor in preparing and issuing an annual report
- explain the role of accounting and regulatory organizations in relation to financial reports
- describe the relationship between assets, liabilities, and equity on the balance sheet
- identify and explain the classifications within assets, liabilities, and equity
- identify the different formats of an income statement
- identify the classifications in an income statement and explain their relationship to each other (revenue, expense, gains, losses)

Financial Analysis

Assess the financial condition and operating results of a company and analyze and interpret financial statements and information to make informed business decisions.

Level 3-4 Performance Expectations

- discuss the information that can be obtained from analyzing financial statements
- assess profitability by calculating and interpreting financial ratios
- research industry averages and explain their use in assessing the financial condition, operating results, profitability, liquidity, and capital structure
- describe the ethical and legal implications resulting from the manipulation of financial statements and financial ratios

Accounting Process

Complete the steps in the accounting cycle in order to prepare the financial statements.

Level 3-4 Performance Expectations

- explain the need for adjusting entries and record adjusting entries
- explain the purposes of the closing process and record closing entries
- prepare the financial statements for the different types of business operations and ownership structures
- describe the relationship between the closing process, the financial statements, and the post-closing trial balance

Unit Objectives

Students will be able to:

- describe cash control systems used in a

Essential Question

- Why are financial statements so important to a business?

Assessment

- Foreign Exchange Project

<p>proprietorship including petty cash, writing checks and bank reconciliations.</p> <ul style="list-style-type: none"> • prepare a trial balance and a worksheet and understand the necessary adjustments needed to prepare for end of accounting cycle. • prepare financial statements including Balance Sheets, Income Statements and Post closing Trial Balances. • explain the process of closing accounts and demonstrate the post closing entries and the preparation of a post closing trial balance. 	<p><u>Focus Questions</u></p> <ul style="list-style-type: none"> • How can studying cash control systems and financial statements for a merchandising business be used as a guide for making sound financial business decisions both personally and professionally? • What is the importance of ethics in the preparation of financial statements? • Who uses financial statements? • What process is used to ensure that the information appearing on financial statements is accurate? 	<p><u>Skill Objective</u> Students will:</p> <ul style="list-style-type: none"> • prepare bank reconciliations, write checks and prepare Balance Sheets, Income Statements and Post closing trial balance.
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Unit 5 - Journalizing and Posting Transactions for Merchandising Business, 8 weeks [top](#)

Standards

ACCOUNTING

Accounting Principles

Identify and describe generally accepted accounting principles (GAAP), explain how the application of GAAP impacts the recording of financial transactions, and the preparation of financial statements.

A. CONCEPTUAL FRAMEWORK FOR FINANCIAL REPORTING

Level 3-4 Performance Expectations

- describe and explain the conceptual framework of accounting and generally accepted accounting principles and assumptions
- define assets, liabilities, equity, revenue, expenses, gains, and losses

B. ASSETS

Level 3-4 Performance Expectations

- explain the accounting methods used to determine the value of accounts receivable to be reported on the balance sheet and describe the effect on the income statement

Unit Objectives

Students will be able to:

- journalize entries for a merchandising business including separate accounts for Purchases, Sales and Cash payments.
- create and maintain (posting) subsidiary ledgers for Accounts Receivable and Accounts Payable accounts.

Essential Question

- What are the differences between recording financial information for a merchandising business rather than for a service business?

Focus Questions

- How are accounting forms used to record transactions for a merchandising company?
- What new accounts are used for recording information for a merchandising business?
- What are some issues that arise through having to maintain inventory?

Assessment

- Mastery Problem 12-5

Skill Objectives

Students will:

- prepare an expanded journal including Purchases and Sales accounts.
- post to an Accounts Receivable Ledger.
- post to an Accounts Payable Ledger.

Unit 6 – Payroll and Personal Taxes, 7 weeks [top](#)

Standards

ACCOUNTING

Compliance

C. PAYROLL

Apply appropriate accounting practices to payroll.

Level 3-4 Performance Expectations

- calculate net pay
- calculate employer’s payroll taxes
- prepare payroll reports

Unit Objectives

Students will be able to:

- understand and calculate earnings based on hourly, piecework and salary rates.
- understand and calculate deductions including federal income tax, Social Security, Medicare, state income tax and other deductions and determine Net Pay.
- prepare federal, state and local payroll reports.
- journalize payroll taxes and other deductions in an expanded journal.
- prepare a worksheet for merchandising business that includes the new accounts.
- prepare their own income tax returns.
- differentiate between the following tax documents, W4, W2, 1099 and 1040.

Essential Question

- How do students make sound financial business decisions for both personal and professional matters?

Focus Questions

- What forms do employers use to calculate and record employee earnings and deductions?
- What is the procedure for filing federal and state income tax returns?

Assessment

- Mastery Problem 14-5, Sample tax returns

Skill Objectives

Students will:

- prepare a Time Card.
- prepare a Payroll Register and Payroll Checks.
- prepare a Semimonthly Payroll.
- journal entries for payroll taxes and employee deductions.
- prepare a worksheet.
- prepare Form 1040EZ.