

Saint Patrick High School

Curriculum Guide

Department:	Social Studies	Grade and Level:	Junior/Senior
Class:	Accounting	Term (Semester or Year):	Year

Required Text:	Century 21 Accounting Multicolumn Journal 10e (online edition)
Additional Resources (i.e. texts, materials, apps, etc.):	Century 21 Accounting Multicolumn Journal 10e Working Papers Accountivities Workbook <u>iPad Apps</u> Showbie GoodReader Pages Keynote Nearpod Google Site (to access online tutorials, videos, market information, academic studies) Cram (digital flashcard site)

Course Description

Accounting is the language of business and an integral part of all business activities. Mastery of fundamental accounting concepts, skills, and competencies is essential to making informed business decisions. Regardless of student's chosen course of study or career path, accounting prepares them to be educated business professionals and informed consumers. This course provides a good foundation for future success at the college level as well as many benefits for personal use. Computers are utilized in the course to reinforce accounting cycle knowledge and give students a realistic view of how many businesses perform accounting tasks.

Course Standards:

The accounting standards as established by the National Business Education Association (NBEA) reflect the importance of being able to understand, interpret, and use accounting information to make financial decisions. In particular, the standards focus on the ability to

- read, interpret, and analyze financial information;
- apply generally accepted accounting principles;
- understand how the accounting system provides business information;
- recognize the various users of accounting information; and
- understand the dynamic nature of the business environment in which accounting information is used.

The accounting standards also focus on the skills and competencies students need to acquire and develop as they further their education, prepare to enter the workforce, and pursue their chosen career path. These skills include

- strategic and critical thinking;
- risk analysis;
- problem solving and decision making;
- communication;
- teamwork and leadership;
- the ability to employ and use technology; and
- an awareness of the legal and regulatory environment, with an emphasis on ethical responsibility.

National Business Education Association Standards: In lieu of Illinois state standards which do not exist for business courses, this class will use the national standards as outlined by the National Business Education Association for teaching Accounting

.I. The Accounting Profession

Achievement Standard: Understand the role that accountants play in business and society.

Achievement Standard: Describe career opportunities in the accounting profession.

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

II. Financial Reports

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

III. Financial Analysis

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

IV. Accounting Applications

Achievement Standard: 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.

V. Accounting Process

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

VI. Interpretation and Use of Data

Achievement Standard: Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decision.

VII. Compliance

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

Unit Themes (Table of Contents)

Theme 1:	Accounting for a service business organized as a proprietorship
Theme 2:	Analyzing Transactions into Debit and Credit parts
Theme 3:	Accounting Cycle: Journalizing Transactions
Theme 4:	Accounting Cycle: Posting to a General Ledger
Theme 5:	Accounting Cycle: Cash Control Systems
Theme 6:	Accounting Cycle: Worksheet and Adjusting Entries
Theme 7:	Accounting Cycle: Financial Statements for a Sole Proprietorship
Theme 8:	Accounting Cycle: Recording closing entries and Preparing a Post Closing Trial Balance
Theme 9:	Corporate Accounting for Purchases and Cash Payments
Theme 10:	Corporate Accounting for Sales and Cash Receipts
Theme 11:	Corporate Accounting for Transactions Using a General Journal
Theme 12:	Preparing Payroll Records
Theme 13:	Recording Employer Payroll Taxes
Theme 14/15:	Preparing Adjusting Entries and a Trial Balance for a Corporation

Agreed Upon Assessments

Forms of assessments may include but are not limited to...

- Objective tests
- Completion of accounting working papers
- Creating financial statements including but not limited to balance sheets, income statements, cash flow statements, and bank reconciliations
- Using Excel and Peachtree to complete financial statements and worksheets
- Research Papers/Projects
- Homework Assignments
- Case Studies: Forensic Accounting, Ethics in Action, Think Like an Accountant

Unit: 1	The Accounting Equation	Duration:	1 week
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Essential Questions:

- What is accounting?
- Who are the different users of accounting information?
- What is a net worth statement?
- What is the accounting equation?
- What types of accounts are included in the accounting equation?
- What type of transactions increase/decrease owner's equity?

Affirmation Statements:

Students will be able to:

- Define accounting, asset, liability, equity, personal net worth, sole proprietorship, creditor, revenue and expenses
- Describe the different users of accounting information
- Classify accounts as assets, liabilities, and owner's equity
- Analyze the effects of business transactions on the accounting equation
- Prepare a personal net worth statement
- Compare and contrast the types of transactions that increase/decrease owner's equity
- Explain the differences between expenses and liabilities

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Homework assignments
- Worksheet to prepare a net worth statement
- Accounting worksheets that determine how transactions affect the accounting equation
- Terms Review - Audit Your Understanding
- Challenge Assignment: Analyzing Nike's financial statements

Unit: 2	Debits and Credits	Duration:	2 weeks
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Essential Questions:

- What is a T-account?
- What are the two accounting rules that explain increases of account balances?
- What are the four questions used to analyze a transaction?
- What is a debit and a credit?
- What is the normal balance side of an account?

Affirmation Statements:

Students will be able:

- Define debit, credit, T- account, normal balance, chart of account, accounts payable, accounts receivable
- Show the relationship between the accounting equation and a T- account
- Identify the debit/credit sides of the accounting equation, the increase/decrease side of the accounting equation, and the normal balance side of various accounts
- Apply the two rules that are associated with the increase side of an account
- Restate the four questions necessary to analyze transactions into debit/credit parts

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Homework worksheet assignments
- Production quizzes and test that analyze revenue, expense, and withdrawal transactions into debit/credit parts
- Worksheets that determine the increase, decrease, and normal balance side for accounts
- Critical thinking assignment: Think Like an Accountant - Financial planning for college and beyond

Unit: 3	Journalizing Transactions	Duration:	2 Weeks
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Essential Questions:

- In what order are transactions recorded in a journal?
- Why are source documents important?
- What are the four parts that make up a journal entry?
- How do you prove and rule a journal at the end of the month?
- How do you prove cash at the end of the month?

Affirmation Statements:

Students will be able to:

- Define journal, double-entry accounting, source document, proving cash
- Define what a journal is and why it is used to record transactions
- Compare and contrast different types of source documents
- List the four parts of a journal entry
- Analyze and record both cash and credit transactions using source documents
- Analyze and record transactions that affect owner's equity
- Prove and rule a journal at the end of the month
- Prove cash at the end of the month
- Identify and correct errors using standard accounting practices

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Accounting worksheets to record transactions in a multi-column journal
- Using Excel to create a monthly journal and record cash and credit transactions and transactions that affect owner's equity
- Chapter terms review
- Using Peachtree accounting program to journalize, prove, and rule a multicolumn journal for the month
- Production quizzes and test that analyze revenue, expense, and withdrawal transactions into debit/credit parts
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Unit: 4	Posting to a General Ledger	Duration:	2 Weeks
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Essential Questions:

- What is a chart of accounts?
- What are the steps necessary to open a general ledger account?
- What are the steps necessary to post from the general columns of the journal to the general ledger?
- How are “special amount columns” from the journal posted to the ledger?
- How to prepare correcting entries when mistakes are found in the journal?

Affirmation Statements:

Students will be able:

- Define ledger, general ledger, chart of accounts, posting, correcting entry
- Construct a chart of accounts for a service business organized as a proprietorship
- Demonstrate how to open new general ledger accounts
- Demonstrate how to post amounts from the general debit and general credit columns of a journal
- Demonstrate how to post column totals from a journal to ledger accounts
- Analyze incorrect journal entries and prepare correcting entries

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Homework
- Working papers - how to prepare a chart of accounts and open a new account
- Working papers - Posting separate amounts to a general ledger
- Excel spreadsheet - posting column totals to a general ledger
- Ethics in Action - Are Your Actions Legal in your hiring practices?
- Forensic Accounting Activity - Skimming at a Yogurt Shop
- Critical Thinking - How much will you pay for that free breakfast?

Unit: 5	Cash Control Systems	Duration:	2 Weeks
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Essential Questions:

- How do you compute your personal net worth?
- How to prepare writing a check and check stub?
- What are the various types of endorsements on the back of a check?
- How to complete a bank reconciliation at the end of the month?
- How do electronic funds transfers work?
- What is a petty cash fund?

Affirmation Statements:

Students will be able:

- Define blank endorsement, special endorsement, restrictive endorsement, postdated check, voided check, bank statement, non-sufficient funds check, electronic funds transfer, debit, petty cash
- Prepare a check and check stub
- Endorse checks using blank, special, and restrictive endorsements
- Complete a bank statement reconciliation
- Record and journalize a bank service charge
- Journalize an electronic funds transfer
- Journalize a debit card transaction
- Establish a petty cash fund
- Prepare a petty cash report

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study: Accounting in the Real World - Hard Rock Cafe
- Critical Thinking: The Cost of a College Course
- Research Project: Careers in Accounting & Occupational Outlook
- Excel - Prepare a bank reconciliation using spreadsheet software
- Worksheets - preparing a bank reconciliation, journalizing a bank service charge, a dishonored check, and petty cash transactions
- Summative Review: Reinforcement activity - journalizing and posting transactions for a month, proving and ruling the journal and proving cash at the end of the month
- Homework

Unit: 6	Worksheet and Adjusting Entries	Duration:	2 Weeks
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Essential Questions:

- How to create and format a trial balance worksheet?
- What four questions must be answered before entering each adjusting entry?
- Where is net income/net loss recorded on the worksheet?
- How to find and correct common accounting errors such as transpositions?
- Why are adjusting entries journalized and posted?

Affirmation Statements:

Students will be able to:

- Define fiscal period, fiscal year, trial balance, prepaid expense, accrual basis accounting, cash basis accounting, balance sheet, income statement, net income, net loss, adjusting entries
- Prepare and format a worksheet including trial balance, adjusting entries, income statement and balance sheet
- Total and rule a worksheet
- Apply steps for finding and correcting errors on a worksheet
- Journalizing and posting accounting errors

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Research Paper: What is a CPA and what is the AICPA?
- Case Study: Ethics in Action: Professional Codes of Conduct
- Independent worksheets - recording a trial balance on a worksheet
- Independent worksheets - recording adjusting entries on a worksheet
- Independent worksheets - complete with trial balance, adjustments, income statement, balance sheet
- Excel and Peachtree Projects - creating digital worksheets including trial balance, adjustments, income statement, and balance sheet
- Homework
- Production quizzes and test to complete a trial balance, income statement, and balance sheet

Unit: 7	Financial Statements for a Proprietorship	Duration:	2 Weeks
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Essential Questions:

- What are the four sections of an income statement?
- What is the formula for calculating the total expenses ratio?
- What is the formula for calculating the net income ratio?
- What are the four sections of the balance sheet?
- What is the formula for calculating current capital?

Affirmation Statements:

Students will be able:

- Define financial ratio, ratio analysis, vertical analysis, return on sales (ROS)
- Prepare an income statement for a service business
- Calculate and analyze financial ratios using income statement accounts
- Prepare a balance sheet for a business organized as a sole proprietorship

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study; Accounting in the Real World - American Eagle Outfitters
- Accounting worksheets - Preparing an income statement
- Homework
- Accounting worksheets - Preparing a balance sheet
- Excel spreadsheet: Preparing financial statements with a net profit/net loss
- Peachtree electronic spreadsheet: Preparing financial statements with two sources of revenue and a net loss

Unit: 8	Post Closing Trial Balance	Duration:	2 Weeks
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Essential Questions:

- What do the ending balances of permanent accounts for one fiscal period represent at the beginning of the next fiscal period?
- What do the balances of temporary accounts show?
- What are the four types of closing entries?
- Which accounts go on the post closing trial balance?
- Why are temporary accounts omitted from a post closing trial balance?
- What are the steps in the accounting cycle?

Affirmation Statements:

Students will be able to:

- Define permanent accounts, temporary accounts, closing entries, post closing trial balance, accounting cycle
- Journalize and post closing entries for a service business organized as a sole proprietorship
- Prepare a post closing trial balance
- List the steps in the accounting cycle

Common Assessments:

- Chapter Objective test: multiple choice, true/false, matching
- Case Study; Accounting in the Real World - Ben & Jerry's
- Homework
- Worksheets - Preparing a Post Closing Trial Balance
- Worksheets - Journalizing and Posting Closing Entries
- Worksheets - Journalizing and Posting Closing Entries with Net Loss
- Peachtree assessment: Journalizing and Posting Closing Entries with Two Revenue Accounts and a Net Loss
- Paper - Ethics in Action: Can I say this on my resume?
- Electronic Spreadsheet Exercise: Think Like an Accountant - Analyzing Financial Statements
- Summative Assessment (Completing the Accounting Cycle) - Excel worksheet to prepare a trial balance, adjusting entries, income statement, balance sheet, closing entries, post closing trial balance

Unit: 9	Financial Statements for a Proprietorship	Duration:	2 Weeks
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Essential Questions:

- What is the relationship between a subsidiary ledger and a controlling account?
- What is the difference between a periodic inventory system and a perpetual inventory system?
- How do you record purchases on account for a corporation?
- What is meant by terms of sale, such as 2/10, n/30?

Affirmation Statements:

Students will be able:

- Define subsidiary ledger, controlling account, periodic and perpetual inventory, contra account, trade discount, purchase discount, corporation, shareholder, cost of merchandise
- Explain the difference between a subsidiary ledger and a controlling account
- Compare and contrast a periodic inventory system and a perpetual inventory system
- Post merchandise purchases on account to an accounts payable ledger and a general ledger
- Calculate a cash discount as a percentage deducted from an invoice amount

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study/Critical Thinking; Accounting in the Real World: Yum Brands Inc.
- Accounting worksheets - Journalizing purchases and cash payments
- Homework
- Excel spreadsheet: Journalizing purchases using an electronic purchases journal

Unit: 10	Corporate Accounting for Sales and Cash Receipts	Duration:	3 Weeks
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Essential Questions:

- How are selling price and markup related?
- Why is sales tax collected a liability?
- What is the relationship between the accounts receivable ledger and its controlling account?
- How do you account for credit card sales?

Affirmation Statements:

Students will be able:

- Define markup, sales tax, schedule of accounts receivable, sales discount
- Compute selling price using cost of merchandise and markup
- Explain the relationship between sales tax collected and liability accounts
- Explain the relationship between the accounts receivable ledger and its controlling account
- Journalize cash receipts and post to the ledger from a cash receipts journal
- Journalize and post both cash and credit card sales

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study/Critical Thinking; Accounting in the Real World: Best Buy
- Accounting worksheets - Journalizing and posting sales and cash receipts transactions
- Homework
- Peachtree spreadsheet: Journalizing and posting sales and cash receipts transactions
- Forensic Accounting Case Study: (Excel spreadsheet) Occupational Fraud - Theft at Pirates Treasure Miniature Golf

Unit: 11	Corporate Accounting for Transactions Using a General Journal	Duration:	2 Weeks
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Essential Questions:

- When is transaction recorded in a general journal?
- What is the primary difference between a purchases return and a purchases allowance?
- What is the difference between a sales return and a sales allowance?
- How and when do net income and dividends impact permanent stockholder equity accounts?

Affirmation Statements:

Students will be able:

- Define general journal, purchases return, purchases allowance, sales return, sales allowance, retained earnings, dividends
- Explain the purpose of a general journal
- Account for purchases returns and allowances
- Account for sales returns and sales allowances
- Journalize and post transactions for the declaration and payments of dividends

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study/Critical Thinking; Accounting in the Real World: LG Electronics
- Accounting worksheets - Journalizing and posting purchases transactions using a general journal
- Homework
- Peachtree spreadsheet: Journalizing and posting transactions using a general journal and a cash payments journal
- Critical Thinking: The Cost of Surgery

Unit: 12	Preparing Payroll Records	Duration:	2 Weeks
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Essential Questions:

- How to calculate regular and overtime earnings?
- How to determine the amount of federal income tax to withhold from an employee's earnings?
- Does the employer or employee pay social security and medicare tax?
- How is net pay calculated?

Affirmation Statements:

Students will be able:

- Define wage, salary, commission, social security tax, medicare tax, qualified retirement plan (401K), Roth IRA, gross pay, net pay
- Calculate regular earnings and overtime earnings
- Demonstrate the process for determining federal income tax withholdings
- Demonstrate the process for calculating social security and medicare taxes
- Calculate net pay for an employee

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study/Critical Thinking; Accounting in the Real World: The Walt Disney Company
- Accounting worksheets - Preparing payroll records
- Homework
- Peachtree spreadsheet: Preparing a semimonthly payroll
- Ethics in Action Case Study: Is It Discrimination or Poor Judgement?
- Think Like an Account Case Study: (Excel Spreadsheet) Evaluating Employee Performance

Unit: 13	Recording Employer Payroll Taxes	Duration:	3 Weeks
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Essential Questions:

- What accounts are used to journalize total earnings, federal income tax, social security tax, medicare tax, state income tax?
- What is the employer's share of social security tax, medicare tax, federal unemployment tax, and state unemployment tax for each employee?
- Does the employer or employee pay social security and medicare tax?
- What is a W-2 statement and when must an employer furnish a W-2 to their employees?

Affirmation Statements:

Students will be able:

- Define federal unemployment tax, state unemployment tax, wage garnishment, W-2 statement
- Journalize a payroll including employee payroll taxes
- Calculate and record employer payroll taxes
- Prepared selected payroll tax reports

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study/Critical Thinking; Accounting in the Real World: Google
- Accounting worksheets - Paying and Reporting employer withholding and payroll taxes
- Homework
- Peachtree spreadsheet: Journalizing Payroll Transactions
- Ethics in Action Case Study: Age Discrimination?
- Summative Evaluation Test: An Accounting Cycle for a Corporation: Journalizing and Posting Transactions for a Corporation

Unit: 14/15	Preparing Adjusting Entries and a Trial Balance for a Corporation	Duration:	3 Weeks
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Essential Questions:

- What accounts are used to journalize total earnings, federal income tax, social security tax, medicare tax, state income tax?
- What is the employer's share of social security tax, medicare tax, federal unemployment tax, and state unemployment tax for each employee?
- Does the employer or employee pay social security and medicare tax?
- What is a W-2 statement and when must an employer furnish a W-2 to their employees?

Affirmation Statements:

Students will be able:

- Define federal unemployment tax, state unemployment tax, wage garnishment, W-2 statement
- Journalize a payroll including employee payroll taxes
- Calculate and record employer payroll taxes
- Prepared selected payroll tax reports

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study/Critical Thinking; Accounting in the Real World: Google
- Accounting worksheets - Paying and Reporting employer withholding and payroll taxes
- Homework
- Peachtree spreadsheet: Journalizing Payroll Transactions
- Ethics in Action Case Study: Age Discrimination?
- Summative Evaluation Test: An Accounting Cycle for a Corporation: Journalizing and Posting Transactions for a Corporation

Unit: 16	Financial Statements and Closing Entries for a Corporation	Duration:	2 Weeks
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Essential Questions:

- What is the difference between the income statements for merchandising businesses and service businesses?
- How is the cost of merchandise sold calculated?
- What are the two supporting schedules that accompany a balance sheet?
- What financial information does a statement of stockholder equity report?
- Where is the information obtained to journalize closing entries for revenue, cost, and expenses?
- What is the purpose of preparing a post closing trial balance?

Affirmation Statements:

Students will be able:

- Prepare an income statement for a merchandising business organized as a corporation
- Prepare a statement of stockholders' equity
- Prepare a balance sheet for a business organized as a corporation
- Prepare closing entries
- Prepare a post-closing trial balance

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study/Critical Thinking; Accounting in the Real World: Boeing Corp.
- Accounting worksheets - Preparing an income statement and balance sheet for a merchandising business, prepare a statement of stockholder's equity, journalizing closing entries, preparing a post-closing trial balance
- Peachtree spreadsheet: Journalizing closing entries
- Ethics in Action Case Study: Don't Bite the Hand that Feeds You
- Summative Evaluation Test: An Accounting Cycle for a Corporation: Journalizing and Posting Transactions for a Corporation

Unit: 17	Financial Statement Analysis	Duration:	3 Weeks
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Essential Questions:

- What actions can be taken to reduce the cost of merchandise?
- What actions can be taken to correct an unfavorable operating expense?
- What may cause a vertical analysis ratio for merchandise inventory to be above/below the target range?
- What group is the primary user of market ratios?
- What does "Working Capital" measure?

Affirmation Statements:

Students will be able:

- Analyze and income statement and balance sheet using vertical analysis
- Perform horizontal analysis on and income statement and balance sheet
- Calculate earnings per share
- Calculate and interpret market ratios
- Calculate and interpret liquidity ratios

Common Assessments:

- Objective chapter test including definitions, multiple choice, true/false, matching
- Case Study/Critical Thinking; Accounting in the Real World: E'Trade
- Accounting worksheets - Analyzing and income statement and balance sheet, analyzing financial statements using horizontal analysis,
- Excel Spreadsheet Analysis: analyzing financial statements using financial ratios
- Summative Evaluation Test: An Accounting Cycle for a Corporation: Journalizing and Posting Transactions for a Corporation

Unit: Final Exam Project	Reinforcement Activity - 2 Part B An accounting cycle for a corporation: End of Fiscal Period Work	Duration:	1 Weeks
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Final Exam Project:

- Performing the activities needed to complete the accounting cycle for Gulf Uniform Supply Inc. (GUS)
- To complete this project, students will need to perform the following tasks
 - Prepare a schedule of accounts receivable
 - Prepare an unadjusted trial balance
 - Record adjusting and closing entries
 - Prepare a post-closing trial balance
 - Prepare an income statement for the current year
 - Prepare a statement of stockholders' equity
 - Prepare a balance sheet for the current year