

#702 ACCOUNTING I

GRADES: 9 - 12

LEVEL: 2

CREDITS: 3

PREREQUISITES: None

BASIC TEXT: Century 21 Accounting

SUPPLEMENTAL READINGS: Local Newspapers Articles, Selected Case Studies from text

REQUIRED MATERIALS: Textbook, Workbook, Computers-Software programs

COURSE DESCRIPTION: Accounting I covers the principles of beginning accounting. It encompasses the entire accounting cycle and serves as a basis for advanced study and/or initial employment. Financial statements, journals, ledgers, adjustments, checking accounts, and payroll are covered. This course is recommended for students thinking of a career in any of the following areas: appraising, budgeting, banking, loan development, financial analysis, management, actuarial work, or insurance.

MISSION RELATED GOALS: This course will foster the development of communication and problem-solving skills. Students will apply higher order thinking skills to solve simple and complex problems.

STUDENT EXPECTATIONS FOR LEARNING ADDRESSED: Students will communicate effectively and work towards a common goal while utilizing their problem solving skills to solve complex problems. The application of these expectations will allow students to contribute to the wider global society.

GENERAL PERFORMANCE OBJECTIVES:

- Comprehend accounting as it relates to careers.
- Further understand and use accounting terminology.
- Provide adequate preparation for advanced study.
- To contribute to the economic and general education of the student.
- To provide an understanding of automation as applied to the accounting field.
- To develop a thorough understanding of records and reports of proprietorships and partnerships.
- To develop those personal traits which are desirable for successful occupational adjustment and living.

MASSACHUSETTS FRAMEWORKS STRANDS: No state framework strands listed for accounting education.

CURRICULUM FRAMEWORK LEARNING STANDARDS:

1. Demonstrate proficiency in all accounting concepts
2. Demonstrate proficiency in the use of computers
3. Demonstrate responsibility in the use of computers
4. Demonstrate the ability to use technology for problem solving and communication

UNITS AND THEMES:

1. Part 1— Accounting as a Career
2. Part 2— Proprietorships
 - Journalizing transactions
 - Posting
 - Checking accounts
 - Work Sheet
 - Financial statements
 - Adjusting and closing entries
 - Project
3. Part 3— Monoply accounting
4. Part 4— Partnerships
 - Purchases
 - Cash payments
 - Sales
 - Cash receipts
 - Financial statements
 - Work Sheet
 - Adjusting and closing entries
 - Project
5. Part 5— Corporations
 - Special journals
 - Uncollectible accounts
6. Part 6— Legal Environment of Business
 - Forming organizations
 - Dissolving organizations

COURSE OUTLINE:

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|------|-----------------------------------|---------|
| I. | Accounting As A Career | 1 weeks |
| II. | Accounting For A Service Business | 6 weeks |
| III. | Automated Accounting | 2 weeks |

IV. Partnership Accounting	6 weeks
V. Corporate Accounting	4 weeks
VI. Monopoly Accounting	1 week

SUGGESTED INSTRUCTIONAL STRATEGIES:

1. Video presentations
2. Student projects
3. Interactive discussions
4. Teacher lectures
5. Project work
6. Accounting games

SUGGESTED INTEGRATED ACTIVITIES: Class work and projects integrate with computer applications, marketing/management, and math.(spreadsheets and financial statement analysis)

USE OF TOOLS / TECHNOLOGY: Calculators, computers, and printers

ASSESSMENTS TECHNIQUES:

1. Daily class work
2. Weekly written quizzes
3. Projects – Assessed Using School-wide Rubric
4. Homework
5. Class participation, attitude and effort
6. Written tests

<u>Student Term Grade</u>	
1. Tests	80%
2. Homework	10%
3. Participation	10%