

| DAY | DATE | GOALS/OBJECTIVES | PROCEDURES/ASSESSMENTS | PA STANDARDS |
|-----|---------------------|---|---|---|
| 1 | Tuesday 8-31-10 | Explanation of classroom guidelines, school policies and student responsibilities. Assign books and workbooks Take roll and assign seats. | | 1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F |
| 2 | Wednesday 9-1-10 | Chapter 1 A. Define accounting terms related to accounting careers. B. Identify how accounting serves as a basis for careers. C. Identify the tasks of various accounting occupations. D. Describe how communication skills are important in reporting accounting information. E. Describe how individuals make ethical business decisions | Students to take detailed notes Complete 1-1 Work on Your Own p. 8 Own Your Own p. 8 Problem 1-1 p. 17 | 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T1.1.11 A, C, D, E, F 1.2.11 A |
| 3 | Thursday 9-2-10 | | Students to take detailed notes Complete 1-2 Work Together p. 12 Own Your Own p. 12 Problem 1-2 p. 17 Problem 1-3 p. 18 | 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |
| 4 | Friday 9-3-10 | | Students to take detailed notes Complete 1-3 Work Together p. 15 On Your Own p. 15 Problem 1-4 & 1-5 p. 19 | |
| 5 | Tuesday 9-7-10 | Review Questions | Complete Mastery Problem 1-6 | . 1.1.11 A, C, D, E, F 1.2.11 A |
| 6 | Wednesday 9-8-10 | Chapter 2 A. Define accounting terms related to starting a service business organized as a proprietorship. B. Identify accounting concepts and practices related to starting a service business organized as a proprietorship. C. Classify accounts as assets, liabilities, or owner's equity. D. Analyze how transactions related to starting a service business organized as a proprietorship affect accounts in an accounting equation. E. Prepare a balance sheet for a service business organized as a proprietorship from information in an accounting equation | CH 1 Test 2-1 Work Together p. 29 Own Your Own p. 29 Assign Problem 2-1 Assign End of Chapter Questions | 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T1.1.11 A, C, D, E, F 1.2.11 A |
| 7 | Thursday 9-9-10 | | Ch 2-2 Work Together p 31 Own Your Own p 31 Assign Problem 2-2 & 2-3 pp 34 & 35 Assign Mastery Problem 2-4 p 35 | 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |

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| 8 | Friday 9-10-10 | Chapter 3 A. Define accounting terms related to changes that affect owner's equity for a service business organized as proprietorship. B. Identify accounting practices related to changes that affect owner's equity for a service business. C. Analyze changes that affect owner's equity for a service business. D. Prepare a balance sheet for a service business | Chapter 2 Test 3-1 Work Together p. 44 Assign On Your Own p. 44 Assign Problem 3-1 p 58 | |
| 9 | Monday 9-13-10 | | Review On Your Own 3-1 Discuss 3-2 Work Together p. 50 On Your Own p. 50 Problem 3-2 p. 58 Discuss 3-3 Work Together p. 56 On Your Own p. 56 Assign Problems 3-3 & 3-4 | . 1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T 1.1.11 A, C, D, E, F 1.2.11 A |
| 10 | Tuesday 9-14-10 | | Review Problems 3-3 & 3-4 Complete Mastery Problem 3-5 Review End of Chapter Questions If Time Permit, Challenge 3-6 | 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |
| 11 | Wednesday 9-15-10 | Chapter 4 A. Define accounting terms related to analyzing transactions into debit and credit parts. B. Identify accounting practices related to analyzing transactions into debit and credit parts. C. Use T accounts to analyze transactions showing which accounts are debited or credited for each transaction. D. Verify the equality of debits and credits for each transaction | Chapter 3 Test Assign Ch 4 Questions Discuss Journals & Source Documents Complete Work Together p. 71 On Your Own p. 71 Assign Problem 4-1 p. 89 | . 1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B |

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| 12 | Thursday 9-16-10 | | Review Problem 4-1 Discuss Journalizing Transactions 4-2 Complete Work Together p. 75 On Your Own p. 75 Assign Problem –2 p. 89 | 2.8.11 H, T 2.8.11 T1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |
| 13 | Friday 9-17-10 | | Review Problem 4-2 p. 89 Discuss Transactions affecting OE & AR Complete Work Together p. 81 On Your Own p. 81 Assign Problem 4-3 p. 89 | |
| 14 | Monday 9-20-10 | | Review Problem 4-3 p. 89 Discuss Proving & Ruling a Journal Complete Work Together p. 87 On Your Own p. 87 Assign Problems 4-4 & 4-5 pp 90-91 | |
| 15 | Tuesday 9-21-10 | | Review Problems 4-4 & 4-5 pp 90-91 Assign & Review Problem 4-6 Mastery Review EOC questions | |
| 16 | Wednesday 9-22-10 | Chapter 5 A. Define accounting terms related to journalizing transactions. B. Identify accounting concepts and practices related to journalizing transactions. C. Record selected transactions in a five-column journal. D. Prove equality of debits and credits in a five-column journal. E. Prove cash. F. Forward totals to a new page. G. Rule a five-column journal | Chapter 4 Test Discuss 5-1 Preparing a Chart of Accts Review Work Together p. 102 Assign 5-1 Application Problem p. 119 Discuss 5-2 Posting Separate Amounts from a Journal to a General Ledger Review Work Together p. 106 | |

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| 17 | Thursday 9-23-10 | Chapter 5 A. Define accounting terms related to journalizing transactions. B. Identify accounting concepts and practices related to journalizing transactions. C. Record selected transactions in a five-column journal. D. Prove equality of debits and credits in a five-column journal. E. Prove cash. F. Forward totals to a new page. G. Rule a five-column journal | Review Problem 5-1 Assign & Review On Your Own p. 106 Assign Problem 5-2 p. 119 Discuss 5-3 Posting column Totals from a Journal to a General Ledger Complete Work Together p. 111 Assign Problem 5-3 p. 119 Assign Problem 5-5 p. 120 | |
| 18 | Friday 9-24-10 | | Review Problems 5-3, 5-3 Discuss 5-4 Completing Accounting Forms and Making Correcting Entries Complete Work Together p. 117 Assign Problem 5-4 p. 119 Review Problem 5-5 p. 120 Review EOC questions | |
| 19 | Monday 9-27-10 | Chapter 6 A. Define accounting terms related to posting from a journal to a general ledger. B. Identify accounting concepts and practices related to posting from a journal to a general ledger. C. Prepare a chart of accounts for a service business organized as a proprietorship. D. Post amounts from a journal to a general ledger. | Chapter 5 Test Discuss 6-1 Checking Accounts Handout "Parts of a Check" Demonstrate proper check writing Review Work Together p. 130 Assign Problem 6-1 p. 146 | 1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T |

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| 20 | Tuesday 9-28-10 | Chapter 6 A. Define accounting terms related to posting from a journal to a general ledger. B. Identify accounting concepts and practices related to posting from a journal to a general ledger. C. Prepare a chart of accounts for a service business organized as a proprietorship. D. Post amounts from a journal to a general ledger. | Parts of a Check quiz Discuss 6-2 Bank Reconciliation Complete Work Together p.135 Assign Problem 6-2 p. 146 Discuss 6-3 Dishonored Checks and Electronic Banking Complete Work Together p. 140 Assign Problem 6-3 p. 146 | 2.8.11 T1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |
| 21 | Wednesday 9-29-10 | | Writing Check quiz Review Problems 6-2 and 6-3 p. 146 Discuss 6-4 Petty Cash Complete Work Together p. 144 Assign & Review Problem 6-4 p. 147 Assign Problem 6-5 Mastery Assign Challenge Problem p.148 | |
| 22 | Thursday 9-30-10 | | Review Mastery p. 147 Review End of Chapter questions | |
| 23 | Friday 10-1-10 | | Chapter 6 Test Discuss Bank Reconciliation steps Review Challenge Problem p. 148 | |
| 24 | Monday 10-4-10 | Chapter 7 A. Define accounting terms related to using a checking account and a petty cash fund. B. Identify accounting concepts and practices related to using a checking account. C. Prepare business papers related to using a checking account. D. Reconcile a bank statement. E. Establish & replenish a petty cash fund. F. Record selected transactions related to using a checking account and a petty cash fund. | Reconciliation Test (pass/fail) 1 hour Discuss 7-1 Creating a Worksheet Complete Work Together p. 158 Assign Problem 7-1 p. 175 Assign Reinforcement Activity – Part A p. 151-153 (Due 1 week) | |

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| 25 | Tuesday 10-5-10 | Chapter 7 A. Define accounting terms related to using a checking account and a petty cash fund. B. Identify accounting concepts and practices related to using a checking account. C. Prepare business papers related to using a checking account. D. Reconcile a bank statement. E. Establish & replenish a petty cash fund. F. Record selected transactions related to using a checking account and a petty cash fund | Review Problem 7-1 Discuss 7-2 Planning Adjusting Entries on Worksheet Complete Work Together p. 164 Assign Problem 7-2 p. 175 | 1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T1.1.11 A, C, D, E, F |
| 26 | Wednesday 10-6-10 | | Discuss 7-3 Extending Financial Statement Information on a Worksheet Complete Work Together p. 169 Assign Problem 7-3 p. 175 Discuss 7-4 Finding and Correcting Errors on the Work Sheet Complete Work Together p. 173 Assign Problem 7-4 and 7-5 p. 176 | 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |
| 27 | Thursday 10-7-10 | | Review Problems 7-3, 7-4 and 7-5 Review End of chapter questions | |
| 28 | Friday 10-8-10 | Chapter 8 A. Define accounting terms related to a work sheet for a service business organized as a proprietorship. B. Identify accounting concepts and practices related to a work sheet for a service business. C. Plan adjustments for supplies and prepaid insurance. D. Complete a work sheet for a service business. E. Identify selected procedures for finding and correcting errors in records. | Chapter 7 Test Discuss Ch 8-1 Preparing Income Statements; Work Together p. 186; 18-2 Work Together 191 Assign 8-1 to 8-3 p. 193 Review 8-1 to 8-3 Assign and Review End of Chapter Questions | 1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T1.1.11 A, C, D, E, F |
| 29 | Tuesday 10-12-10 | | Begin 9-1; Work Together p. 202 Assign 9-1 p 217 | 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |

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| 30 | Wednesday 10-13-10 | Chapter 9 A. Define the accounting term related to financial statements for a service business organized as a proprietorship. B. Identify accounting concepts and practices related to preparation of financial statements for a service business organized as a proprietorship. C. Prepare an income statement for a service business. D. Analyze an income statement using component percentages. E. Prepare an equity statement for a service business. F. Prepare a balance sheet for a service business | Chapter 8 Test Review Problem 9-1 9-2 Work Together p. 209 9-3 Work Together p. 215 Assign 9-2 to 9-3 pp. 217-218 | 1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |
| 31 | Thursday 10-14-10 | | Review Problems 9-2 to 9-3 Assign & Review 9-4 p. 219 | |
| 32 | Friday 10-15-10 | Chapter 10 A. Define accounting terms related to adjusting and closing entries for a service business organized as a proprietorship. B. Identify accounting concepts and practices related to adjusting and closing entries for a service business. C. Record adjusting entries for a service business. D. Record closing entries for a service business. E. Prepare a post-closing trial balance for a service business. | Chapter 9 Test Assign Reinforcement Activity–Part B p.222 Discuss 10-1 Discuss Chart of Accounts p. 225 | 1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |
| 33 | Monday 10-18-10 | | Cont. 10-1 Discuss 10-2 & 10-3 Assign Problems 10-1 to 10-4 | |
| 34 | Tuesday 10-19-10 | | Review Problems 10-1 to 10-4 Assign & Review Problem 10-5 Discuss End of Chapter Questions | |
| 35 | Wednesday 10-20-10 | Chapter 11 - Unit on a Merchandising Business A. Define accounting terms related to purchases and cash payments. B. Identify accounting concepts and practices related to | Chapter 10 Test Chapter 11-1 Work Together p. 259 Assign Problems 11-1 & 11-2 p. 268 | 1.1.11 A, C, D, E, F 1.2.11 A |

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| 36 | Thursday 10-21-10 | purchases and cash payments. C. Analyze purchases and cash payments transactions. D. Journalize purchases and cash payments transactions | Review 11-1 & 11-2 Assign & Review Prob. 11-3 to 11-5 | 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B 2.5.11 A 2.6.11 B 2.8.11 H, T 2.8.11 T |
| 37 | Friday 10-22-10 | Chapter 12 A. Define accounting terms related to sales and cash receipts and posting to ledgers. B. Identify accounting concepts and practices related to sales and cash receipts and posting. C. Analyze sales and cash receipts transactions. D. Journalize sales and cash receipts transactions. E. Prove and rule a journal. F. Post to a general ledger from a journal. G. Open accounts in ledgers. H. Post to subsidiary ledgers from a journal. I.. Prepare subsidiary schedules. A. Define accounting terms related to sales and cash receipts and posting to ledgers. B. Identify accounting concepts and practices related to sales and cash receipts and posting. C. Analyze sales and cash receipts transactions. D. Journalize sales and cash receipts transactions. E. Prove and rule a journal. F. Post to a general ledger from a journal. G. Open accounts in ledgers. H. Post to subsidiary ledgers from a journal. I. Prepare subsidiary schedules. | Chapter 11 Test | 1.1.11 A, C, D, E, F 1.2.11 A |
| 38 | Monday 10-25-10 | | Discuss Chapter 12-1 Work Together 12-1 p. 279 12-2 Work Together p. 285 12-3 Work Together p. 291 Assign Problems 12-1 to 12-3 | 2.2.11 A, E, F 2.4.11 B, E 2.5.11 A, B, C, D 2.6.11 B, D 2.8.11 A, H, R, T |
| 39 | Tuesday 10-26-10 | | Review 12-1 to 12-3 12-4 Work Together p. 294 Assign Problems 12-4 & 12-5 pp. 297-298 | |
| 40 | Wednesday 10-27-10 | | Review Problems 12-5 p. 298 Assign & Review End of Chapter Questions Ch 13-1 | |
| 41 | Thursday 10-28-10 | Chapter 13 A. Define accounting terms related to payroll records. B. Identify accounting practices related to payroll records. C. Calculate employee earnings and deductions. D. Complete payroll records. E. Prepare payroll checks | Chapter 12 Test Review 13-1 Work Together p. 309 Assign Problem 13-1 p. 323 | 1.1.11 A, C, D, E, F 1.2.11 A |
| 42 | Friday 10-29-10 | | Review 13-1 13-2 Work Together p. 313 13-3 Work Together p. 318 Assign Problems 13-2 & 13-3 p 323 | 2.2.11 A, E, F 2.4.11 B, E 2.5.11 A, B, C, D 2.6.11 B, D |

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| 43 | Monday 11-1-10 | Chapter 14 A. Identify accounting concepts and practices related to payroll accounts, taxes and reports. B. Analyze payroll transactions. C. Journalize and post payroll transactions. D. Prepare selected payroll tax reports. | Review Problems 13-2 & 13-3 13-4 Work Together p. 321 Assign & Review 13-4 & 13-5 | 2.8.11 A, H, R, T |
| 44 | Tuesday 11-2-10 | | Cont. Review 13-5 Assign & Review Problem 13-6 p. 325 | |
| 45 | Wednesday 11-3-10 | | Chapter 13 Test 14-1 Work Together p. 335 Assign Problem 14-1 p. 353 | 1.1.11 A, C, D, E, F 1.2.11 A |
| 46 | Thursday 11-4-10 | | Review 14-1 14-2 Work Together p. 340 Assign & Review Problem 14-2 p. 353 | 2.2.11 A, E, F 2.4.11 B, E 2.5.11 A, B, C, D 2.6.11 B, D 2.8.11 A, H, R, T |
| 47 | Friday 11-5-10 | | 14-3 Work Together p. 345 Assign Problems 14-3 p. 354 | |
| 48 | Monday 11-8-10 | | Review 14-3 14-4 Work Together p. 351 Assign Problems 14-4 & 14-5 p. 354 | |
| 49 | Tuesday 11-9-10 | | Review 14-5 Assign & Review End of Chapter Questions Assign Reinforcement Activity-2-Part A | |
| 50 | Wednesday 11-10-10 | Chapter 15 A. Define accounting terms related to a work sheet. B. Identify accounting concepts and practices. C. Plan adjustments on a work sheet. D. Complete a work sheet | Chapter 14 Test 15-1 Work Together p. 371 Assign Problem 15-1 p. 386 | 1.1.11 A, C, D, E, F 1.2.11 A |
| 51 | Friday 11-12-10 | | Review 15-1 15-2 Work Together p. 377 15-3 Work Together p. 384 Assign Problems 15-2 & 15-3 p. 386 | 2.2.11 A, E, F 2.4.11 B, E 2.5.11 A, B, C, D 2.6.11 B, D 2.8.11 A, H, R, T |
| 52 | Monday 11-15-10 | | Complete & Review Problem 15-4 End of Chapter Questions | |
| 53 | Tuesday 11-16-10 | | Chapter 15 Test Chapter 16-1 | |
| 54 | Wednesday 11-17-10 | Chapter 16 A. Define accounting terms related to financial statements. B. Identify accounting concepts and practices related to financial statements. C. Prepare an income statement. D. Analyze an income statement using component | 16-1 Work Together p. 396 16-2 Work Together p. 401 16-3 Work Together p. 409 Assign Problems 16-1 to 16-4 pp. 414-415 | 2.2.11 A, E, F 2.4.11 B, E 2.5.11 A, B, C, D 2.6.11 B, D 2.8.11 A, H, R, T |

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| 55 | Thursday 11-18-10 | percentages. E. Prepare a distribution of net income statement. F. Prepare an owners' equity statement. G. Prepare a balance sheet. | Review 16-1 to 16-4 16-4 Work Together p. 412 Assign Problems 16-5 & 16-6 p. 416 | |
| 56 | Friday 11-19-10 | | Chapter 16 Test | |
| 57 | Monday 11/22/10 | Chapter 17 A. Identify accounting concepts and practices related to adjusting and closing entries. B. Record adjusting entries. C. Record closing entries. D. Prepare a post-closing trial balance | 17-1 Work Together p. 425 17-2 Work Together p. 430 Assign Problems 17-4 & 17-2 p. 441 | |
| 58 | Tuesday 11/23/10 | | 17-1 Work Together p. 425 17-2 Work Together p. 430 Assign Problems 17-4 & 17-2 p. 441 | 1.1.11 A, C, D, E, F 1.2.11 A |
| 59 | Wednesday 11/24/10 | | Review Problems 17-3 & 17-4 pp. 442-443 Assign & Review Problems 17-5 & 17-6 p. 443-444 Review End of Chapter Questions Chapter 17 Test | 2.2.11 A, E, F 2.4.11 B, E 2.5.11 A, B, C, D 2.6.11 B, D 2.8.11 A, H, R, T |
| 60 - 90 | Tuesday 11/1/10 to 1/20/11 | Fitness Junction - A Business Simulation A. Record transactions in a journal from source documents. B. Post items to be posted individually to a general ledger and subsidiary ledger. C. Record a payroll in a payroll register. Update the employee earnings record. Record payroll journal entries. D. Post column totals to a general ledger. E. Prepare schedules of accounts receivable and accounts payable from subsidiary ledgers. F. Prepare a trial balance on a work sheet. G. Plan adjustments and complete a work sheet. H. Prepare financial statements. I. Journalize and post adjusting entries J. Journalize and post closing entries. K. Prepare a post-closing trial balance. | Begin Accounting Simulation | 1.1.11 A, C, D, E, F 1.2.11 A 2.2.11 A, E, F 2.4.11 B, E 2.5.11 A, B, C, D 2.6.11 B, D 2.8.11 A, H, R, T |
| 91 | 1/21/11 | Final Exam | Final Exam | |