#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:

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

IV. 6 weeks Partnership Accounting Corporate Accounting V. 4 weeks VI. Monoply 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

Student Term Grade

- 1. Tests 80% 10% 2. Homework
- 3. Participation 10%