

**Name of Course:** Accounting I  
**Level of course:** College Prep  
**Prerequisites:** None  
**Grade levels offered to:** 9 through 12  
**Course number:** 622  
**Number of credits:** 5  
**Revised date and teacher name:** 01/0005

**Purpose:**

This is a full-year course with an emphasis of accounting for a sole proprietorship and a merchandising business. Accounting is the language of business, and this course introduces students to the building blocks utilized in every business genre. Students will learn the principles of accounting as well as be able to collect, analyze, verify and classify business information. Students will develop the necessary foundation for skills necessary for entry-level employment in the business world. At the same time, cooperative skills, attitudes, and business applications enable students to perform accounting duties using proper accounting stationery as well as perform these duties on the computerized software program provided with the textbook.

*High Point Regional High School's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affection or sexual orientation, gender, religion, disability or socioeconomic status.*

**General Objectives:**

At the conclusion of this course:

**Method of Instruction:**

Using the textbook as a base reference, Accounting I focuses on the rules and procedures of accounting for profit-motivated businesses. Learning the “how” and “why” of accounting will not only enable one to keep the accurate financial records required to produce useful business information, but will give one the capacity to use the financial information to make wise business decisions.

Each chapter is introduced by the teacher in a lecture format. Students prepare for the chapter by reading each chapter, completing the vocabulary words presented at the beginning of each chapter, and preview the chapter objectives for homework. The teacher will demonstrate problems for the class as well as utilize demonstration problems that “walk” students through the sample transactions. “Check Your Learning” activities are used as reinforcement after each major section of the chapter. Students complete end of the chapter activity problems in class and also for homework and complete the “Review Your Accounting Knowledge” questions. All student work is reviewed, corrected and returned to the student for feedback. Computer integration is offered at the end of each chapter after completion of chapters 1-5. Students will complete sample problems on the computer after “manually” completing previously assigned activities. Tests are given at the end of each chapter and reviewed when completed.

Case Studies are provided at the end of each chapter to give students an opportunity to step into the shoes of business people who must make decisions about day-to-day business operations as well as relate the study of accounting to certain aspects of the world around them. These studies focus on three categories: Computers, Careers, and Ethics. Students are given the opportunity to express independent answers or to work in cooperative learning groups that mimic real-world work groups. After reading each case study, the students are presented questions by the teacher for completion and discussion. The Teacher's Guide offers suggested answers.

Mini-Practice Sets are used to give students the opportunity to integrate their knowledge of accounting concepts and procedures presented in two or more chapters. Accounting Simulations are provided to give students an opportunity to keep accounting records for different types of businesses through an entire accounting cycle.

After studying this textbook and successfully completing activities in the textbook and the related working papers, students will be able to:

1. Correctly start up an accounting system by recording opening entries and posting to the general ledger the following classification of accounts: assets, liabilities, capital, revenue, and expenses, using a sole proprietorship as a guide.
2. Journalize business transactions by correctly debiting and crediting the proper accounts
3. Use a six-column work sheet and a ten-column worksheet to prepare for end of the fiscal period documents.
4. Use special journals: Sales, Purchases, Cash Receipts, and Cash Payments Journals.
5. Demonstrate the following skills:
  - a. Define accounting terms
  - b. Determine the affects of business transactions on the balance sheet accounts.
  - c. Record information to the revenue and expense accounts.
  - d. Utilize proper posting procedures for all journals.
  - e. Record and post the adjusting and closing entries.
  - f. Record and process all banking activities.
6. Develop a proficiency in the use of the computer to maintain accounting records.

### **Standards Targeted Throughout this Curriculum**

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New Jersey Core Curriculum Content Standards:

- All students will access, view, evaluate, and respond to print, nonprint, and electronic texts and resources. (CCCS 3.5).

Cross Content Workplace Readiness Standards:

- Demonstrate employability skills and work habits, such as work ethic, dependability, promptness, and getting along with others, needed to get and keep a job. (CCWRS 1.1)
- Describe the importance of personal skills and attitudes to job success. (CCWRS 1.2)
- Identify career interests, abilities, and skills. (CCWRS 1.3)
- Identify skills that are transferable from one occupation to another. (CCWRS 1.5)
- Demonstrate the importance of academic and occupational skills to achievement in the work world (CCWRS 1.7)
- Demonstrate consumer and other financial skills. (CCWRS 1.12)
- Understand how technological systems function. (CCWRS 2.1)
- Select appropriate tools and technology for specific activities. (CCWRS 2.2)
- Use technology and other tools to solve problems, collect data, and make decisions. (CCWRS 2.7)
- Interpret and analyze data to draw conclusions. (CCWRS 3.12)
- Work cooperatively with others to accomplish a task. (CCWRS 4.2)
- Use time efficiently and effectively. (CCWRS 4.9)
- Organize thoughts into coherent oral speech. (CCWRS 7.1.14)

**Specific Behavioral Objectives/Proficiencies and Time Lines:**

**Unit 1 - Introduction to Accounting**

**Time: 12 days**

**Chapter 1 - Accounting in a Private Enterprise Economy**

Objectives (5 days):

1. Describe the three types of businesses operated to earn a profit in our private enterprise economy.
2. Discuss the three major forms of business organizations in our private enterprise economy.
3. Describe the role of accounting in our private enterprise economy.
4. Describe the variety of jobs available in accounting.
5. Recognize the major organizations that influence accounting practice.

Textbook Activities: Define accounting terms, pg 13  
Complete chapter review questions, pg 13  
Complete Exercises 1-1 through 1-4, pgs 14-15

Workbook: Chapter Review, pgs 1-2

Assessment: Quiz and Chapter 1 Test

Materials: Prepared transparencies  
Teacher-prepared quiz  
Prepared chapter test

Standards Targeted: CCWRS 1.1, 1.2, 1.5, 1.7

**Chapter 2 - Business Transactions and the Basic Accounting Equation**

Objective (7 days):

1. Describe the relationship between property and property rights.
2. Explain the meaning if *equity* as it is used in accounting.
3. List the parts of the basic accounting equation and define each part.
4. Show how various business transactions affect the basic accounting equation.
5. Check the balance of the basic accounting equation after a business transaction has been analyzed and recorded.

Textbook Activities: Define accounting terms, pg 32  
Complete chapter review questions, pg 32  
Complete Exercises 2-1 through 2-3, pgs 32-33  
Complete Problems 2-1 through 2-6, pgs 33-36

Workbook: Chapter Review on pgs 3-4

Assessment: Quiz and Chapter 2 test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test

Standards Targeted: CCWRS 3.12,4.9

**Unit 2 - The Basic Accounting Cycle**

**Time: 85 days**

**Chapter 3 - Analyzing Transactions Affecting Assets, Liabilities, and Owner's Equity**

Objectives (7 days):

1. List and apply the rules of debit and credit for asset, liability, and owner's equity accounts.
2. Use T accounts to analyze a business transaction into its debit and credit parts.
3. Determine the balances of the accounts affected by a business transaction.

Textbook Activities: Define accounting terms, pg 54  
Complete chapter review questions, pg 54  
Complete Exercises 3-1 through 3-3, pgs 54-56  
Complete Problems 3-1 through 3-5 pgs 56-58

Workbook: Chapter Review, pgs 9-10

Assessment: Quiz and Chapter 3 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test

Standards Targeted: CCWRS 1.7, 1.12

#### **Chapter 4 - Analyzing Transactions Affecting Revenue, Expenses, and Withdrawals**

Objectives (8 days):

1. Explain the difference between permanent accounts and temporary capital accounts.
2. List and apply the rules of deb it and credit for revenue, expense, and withdrawals accounts.
3. Use the six-step method to analyze business transactions affecting revenue, expense, and withdrawals accounts.
4. Test a series of transactions for equality of debits and credits.

Textbook Activities: Define accounting terms, pg 77  
Complete chapter review questions, pg 77  
Complete Exercises 4-1 through 4-3, pgs 78-79  
Complete Problems 4-1 through 4-5, pgs 79-81

Workbook: Chapter Review, pgs 17-18

Assessment: Quiz and Chapter 4 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test

Standards Targeted: CCWRS 3.12, 4.9

#### **Chapter 5 - Recording Transactions in a General Journal**

Objectives (8 days):

1. Describe the first three steps in the accounting cycle.
2. Explain why source documents are created and give several examples of source documents.
3. Explain the need for journalizing.
4. Described the steps followed to make a general journal entry.
5. Make accurate entries for business transactions in a general journal.
6. Correct errors in general journal entries.
7. Explain the purpose and use of a chart of accounts.
8. Utilize computer software in preparation for computerized accounting problems.

Textbook Activities: Define accounting terms, pg 101  
Complete chapter review questions, pg 101  
Complete Exercises 5-1 through 5-3, pgs 101-102  
Complete Problems 5-1 through 5-5, pgs 102-105  
Complete computerized accounting problem, 5-1, pg. 101

Workbook: Chapter Review, pgs. 25-26

Assessment: Quiz and Chapter 5 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test  
Computerized Accounting Software

Standards Targeted: CCWRS 1.1, 1.12, 2.7, 3.12

## **Chapter 6 - Posting Journal Entries to General Ledger Accounts**

### Objectives (8 days):

1. Describe the steps followed in the posting process.
2. Accurately post business transactions from a general journal to the accounts in the ledger.
3. Prepare a trial balance.
4. Record correcting entries in the general journal.

Textbook Activities: Define accounting terms, pg 122.  
Complete chapter review questions, pgs 33-34  
Complete Exercises 6-1 through 6-3, pgs 123-124  
Complete Problems 6-1 through 6-5, pgs 124-126  
Complete computerized accounting problem 6-4, pg 125

Workbook: Chapter Review, pgs 33-34

Assessment: Quiz and Chapter 6 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test  
Computerized Accounting Software

Standards Targeted: CCWRS 1.3, 1.12, 2.7, 3.12

## **Chapter 7 - Preparing a Six-Column Work Sheet**

### Objectives (10 days):

1. Explain the purpose of the work sheet.
2. Describe the parts of a six-column work sheet
3. Prepare a six-column work sheet.
4. Calculate net income and net loss amounts.

Textbook Activities: Define accounting terms, pg 142.  
Complete chapter review questions, pg 142  
Complete Exercises 7-1 through 7-3, pg 143  
Complete Problems 7-1 through 7-5, pgs. 143-145

Workbook: Chapter Review, pgs 55-56

Assessment: Quiz and Chapter 7 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test

Standards Targeted: CCWRS 1.3,1.7, 1.12, 2.7, 3.12,4.2

## **Chapter 8 - Preparing Financial Statements for a Sole Proprietorship**

### Objectives (8 days):

1. Explain the purpose of the income statement.
2. Prepare an income statement.
3. Explain the purpose of the statement of changes in owner's equity.
4. Prepare a statement of changes in owner's equity.
5. Explain the purpose of a balance sheet.
6. Prepare a balance sheet in report form.

Textbook Activities: Define accounting terms, pg. 162  
Complete chapter review questions, pg 162  
Complete Exercises 8-1 and 8-2, pgs 162-163  
Complete Problems 8-1 through 8-7, pgs 163-166  
Complete computerized accounting Problem 8-5, pg 164

Workbook: Chapter Review, pgs 63-64

Assessment: Quiz and Chapter 8 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test  
Computerized Accounting Software

Standards Targeted: CCWRS 1.3, 1.7, 1.12, 2.7, 3.12, 4.2

## **Chapter 9 - Completing the Accounting Cycle for a Sole Proprietorship**

### Objectives (10 days):

1. Explain why the temporary capital accounts are closed at the end of the fiscal period.
2. Explain the purpose of the Income Summary account.
3. Explain the relationship between the Income Summary account and the capital account.
4. Analyze and Journalize closing entries.
5. Post closing entries to accounts in the general ledger.
6. Prepare a post-closing trial balance.

Textbook Activities: Define accounting terms, pg 181

Complete chapter review questions pg 181  
Complete Exercises 9-1 and 9-2 pgs 181-182  
Complete Problems 9-1 through 9-6, pgs 182-185  
Complete computerized accounting Problem 9-5, pg 194

Workbook: Chapter Review, pgs 75-76

Assessment: Quiz and Chapter 9 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test  
Computerized Accounting Software

Standards Targeted: CCWRS 1.3, 1.7, 1.12, 2.7, 3.12, 4.2

### **Chapter 10 - Cash Control and Banking Activities**

#### Objectives (8 days):

1. Describe the internal controls used to protect cash.
2. Describe the forms used to open and use a checking account.
3. Accurately record information on check stubs.
4. Prepare a check correctly.
5. Reconcile a bank statement.
6. Journalize and post entries relating to bank service charges.

Textbook Activities: Define accounting terms, pg 202  
Complete chapter review questions, pg 202  
Complete Exercise 10-1 through 10-4, pgs 202-203  
Complete Problems 10-1 through 10-5, pgs 203-205

Workbook: Chapter Review pgs 89-90

Assessment: Quiz and Chapter 10 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test

Standards Targeted: CCWRS 1.3, 1.7, 1.12, 2.7, 3.12

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### **Mini-Practice Set #1 - Setting up Accounting Records for a Sole Proprietorship (Use as a review for the Mid-Term Exam)**

#### Objectives (3 days):

1. Transfer textbook learning to practical applications.
2. Integrate knowledge from two or more chapters by working independently or within a small group.
3. Analyze business transactions.
4. Use the general journal to journalize business transactions.
5. Post the journal entries to the general ledger accounts.
6. Prepare a trial balance

Textbook Activities: Using information from Chapters 1-6, complete documents to set up accounting records for a sole proprietorship, pgs 128-129.

Assessment: Completion of accounting forms and documents

Materials: Accounting stationery from Workbook

Standards Targeted: CCWRS 1.3, 1.7, 1.12, 2.7, 3.12, 4.2, 4.9

**Mini-Practice Set #2 - Completing the Accounting Cycle for a Sole Proprietorship (Use as a review for the Mid-Term Exam)**

Objectives (5 days):

1. Transfer textbook learning to practical applications.
2. Integrate knowledge from two or more chapters by working independently or within a small group.
3. Analyze business transactions
4. Journalize business transactions in the general journal.
5. Post journal entries to the general ledger accounts.
6. Prepare a trial balance and a .work sheet
7. Prepare financial statements.
8. Journalize and post the closing entries.
9. Prepare a post-closing trial balance.
10. Prepare a reconciliation of the bank statement and record any bank service charges.

Textbook Activities: Using information from Chapters 7-10, prepare documents to complete the accounting cycle for a sole proprietorship, pgs 207-108.

Assessment: Completion of accounting forms and documents.

Materials: Accounting stationery from Workbook

Standards Targeted: CCWRS 1.3, 1.7, 1.12, 2.7, 3.12, 4.2, 4.9

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**Accounting Simulation - AquaClean Pool Service (Optional)**

**Time: 10 days**

Objectives:

1. To acquaint students with the general duties of a bookkeeper in a service business organized as a sole proprietorship.
2. To provide students with practice in analyzing transactions and working with realistic source documents.
3. To impress upon students the necessity to be precise, consistent, and accurate when handling business accounting records.
4. To give students experience in working with the general journal, general ledger, and various other

accounting forms.

5. To provide students with the opportunity to see the impact of business transactions on the financial position of a business through the preparation of financial statements.

Assessment: Point value for documents prepared (determined by teacher)  
Test - AquaClean Simulation

Materials: AquaClean Pool Service Simulation Packet

Standards Targeted: CCWRS 1.3, 1.7, 1.12, 2.7, 3.12, 4.2, 4.9

### **Unit 3 - The Accounting Cycle for a Merchandising Business**

**Time: 79 days**

#### **Chapter 11 - Accounting for Sales on Account**

##### Objectives (8 days):

1. Explain the difference between a service business and a merchandising business.
2. Identify the special journals and explain how they are used in a merchandising business.
3. Record sales of merchandise on account in a multi column sales journal.
4. Post from the sales journal to customer accounts in the accounts receivable subsidiary ledger.
5. Foot, prove, and total the sales journal at the end of the month and post column totals to the general ledger.

Textbook Activities: Define accounting terms, pg 231  
Complete chapter review questions, pg. 231  
Complete Exercises 11-1 through 11-4, pgs 232, 233  
Complete Problems 11-1 through 11-6, pgs 233-236  
Complete Computer Problem 11-5, pg 235

Workbook: Chapter Review, pgs 113-114

Assessment: Quiz and Chapter 11 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test  
Computerized Accounting Software

Standards Targeted: CCWRS 1.5, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 4.9

#### **Chapter 12 - Accounting for Cash Receipts**

##### Objectives (8 days):

1. Journalize cash received by a business in a cash receipts journal.
2. Post from the cash receipts journal to the accounts receivable subsidiary ledger and to the general ledger.
3. Foot, prove, total, and rule a cash receipts journal.
4. Post column totals from the cash receipts journal to the general ledger.
5. Prepare a schedule of accounts receivable.

Textbook Activities: Define accounting terms, pg 257  
Complete chapter review questions, pg 257  
Complete Exercises 12-1 through 12-3, pg 258  
Complete Problems 12-1 through 12-5, pgs 259-263  
Complete Computer Problem 12-4, pg 261

Workbook: Chapter Review, pgs 125-126

Assessment: Quiz and Chapter 12 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test  
Computerized Accounting Software

Standards Targeted: CCWRS 1.5, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 4.9

### **Chapter 13 - Accounting for Purchases on Account**

Objectives (8 days):

1. Describe the procedures for processing a purchase on account.
2. Explain the use of the Purchases account.
3. Journalize a purchase on account in a purchases journal.
4. Post from the purchases journal to the accounts payable subsidiary ledger and to the general ledger.

Textbook Activities: Define accounting terms, pg 282  
Complete chapter review questions, pg 282  
Complete Exercises 13-1 through 13-3, pgs 283-284  
Complete Problems 13-1 through 13-5, pgs 284-287  
Complete Computer Problem 13-4, pgs 285-296

Workbook: Chapter Review, pgs 143-144

Assessment: Quiz and Chapter 13 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test  
Computerized Accounting Software

Standards Targeted: CCWRS1.5, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 4.9

### **Chapter 14 - Accounting for Cash Payments**

Objectives (8 days):

1. Journalize various cash payments in a cash payments journal.

2. Post from the cash payments journal to the accounts payable subsidiary ledger and the general ledger.
3. Total, prove, and rule the cash payments journal.
4. Post special amount column totals to the general ledger.
5. Prepare a schedule of accounts payable.
6. Prove cash.

Textbook Activities: Define accounting terms, pg 309  
 Complete chapter review questions, pg 309  
 Complete exercises 14-1 through 14-3, pg 310  
 Complete Problems 14-1 through 14-5, pgs 310-315  
 Complete Computer Problem 14-4, pgs 312-313

Workbook: Chapter Review, pgs 157-158

Assessment: Quiz and Chapter 14 Test

Materials: Prepared transparencies  
 Demonstration Problems  
 Teacher-prepared quiz  
 Prepared chapter test  
 Computerized Accounting Software

Standards Targeted: CCWRS 1.5, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 4.9

## **Chapter 15 - Recording General Journal Transactions**

### Objectives (7 days):

1. Explain the purpose of debit and credit memorandums.
2. Journalize transactions involving sales returns and allowances.
3. Journalize transactions involving purchases returns and allowances.
4. Journalize correcting entries.

Textbook Activities: Define accounting terms, pg 330  
 Complete chapter review questions, pg 330  
 Complete Exercises 15-1 through 15-4, pgs 331-332  
 Complete Problems 15-1 through 15-5, pgs 332-336  
 Complete Computer Problem 15-3, pgs 333-334

Workbook: Chapter Review, pgs 177-178

Assessment: Quiz and Chapter 15 Test

Materials: Prepared transparencies  
 Demonstration Problems  
 Teacher-prepared quiz  
 Prepared chapter test  
 Computerized Accounting Software

Standards Targeted: CCWRS 1.2, 1.5, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 4.9

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### **Mini-Practice Set #3 - Recording Business Transactions in Special Journals**

Objectives (5 days):

1. Transfer textbook learning to practical applications.
2. Integrate knowledge from two or more chapters by working independently or within a small group.
3. Analyzed business transactions.
4. Journalized business transactions in the four special journals and in the general journal.
5. Posted journal entries to the general ledger and to the accounts receivable and accounts payable subsidiary ledgers.
6. Posted the totals of the special journals to the general ledger.
7. Proved cash.
8. Prepared a schedule of accounts receivable and a schedule of accounts payable.

Textbook Activities: Using information from Chapters 11 through 15, record the business transactions of a merchandising business in special journals, pgs 338-340.

Assessment: Completion of accounting forms and documents.

Materials: Accounting stationery from Workbook

Standards Targeted: CCCS 3.5  
CCWRS 1.2, 1.3, 1.5, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 4.2, 4.9, 7.1.14

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### **Chapter 16 - Preparing a Ten-Column Work Sheet**

Objective (8 days):

1. Describe the parts of a ten-column work sheet.
2. Determine which general ledger accounts must be adjusted and calculate the amounts of the adjustments needed.
3. Prepare a ten-column work sheet.

Textbook activities: Define accounting terms, pg 358  
Complete chapter review questions, pg 358  
Complete Exercises 16-1 and 16-2, pgs 358-359  
Complete Problems 16-1 through 16-5, pgs 359-362

Workbook: Chapter Review, pgs 211-212

Assessment: Quiz and Chapter 16 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test

Standards Targeted: CCCS 3.5  
CCWRS 1.7, 1.12, 2.2, 3.12, 4.9

## **Chapter 17 - Preparing Financial Statements for a Corporation**

### Objectives (10 days):

1. Explain how the ownership for a corporation is recorded in comparison to that for a sole proprietorship.
2. Explain the relationship between the work sheet and the financial statements for a merchandising business organized as a corporation.
3. Explain how the financial statements for a corporation differ from those for a sole proprietorship.
4. Prepare an income statement for a merchandising corporation.
5. Prepare a statement of retained earnings for a merchandising corporation.
6. Prepare a balance sheet for a merchandising corporation.

Textbook Activities: Define accounting terms, pg 377  
Complete chapter review questions, pg 377  
Complete Exercises 17-1 and 17-2, pgs 377-378  
Complete Problems 17-1 through 17-7, pgs 378-381  
Complete Computer Problem 17-5, pg 380

Workbook: Chapter Review, pgs 223-224

Assessment: Quiz and Chapter 17 Test

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test  
Computerized Accounting Software

Standards Targeted: CCCS 3.5  
CCWRS 1.1, 1.2, 1.3, 1.5, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 4.9

## **Chapter 18 - Recording Adjusting and Closing Entries**

### Objective (7 days):

1. Record adjusting entries in the general journal
2. Post adjusting entries to the general ledger.
3. Record closing entries for a merchandising corporation.
4. Post closing entries to the general ledger accounts.
5. Prepare a post-closing trial balance.
6. Describe the steps in the accounting cycle.

Textbook Activities: Define accounting terms, pg 403  
Complete chapter review questions, pg 403  
Complete Exercises 18-1 and 18-2, pgs 404-405

Complete Problems 18-1 through 18-6, pgs 404-408  
Complete Computer Problem 18-5, pgs 406-407

Materials: Prepared transparencies  
Demonstration Problems  
Teacher-prepared quiz  
Prepared chapter test  
Computerized Accounting Software

Standards Targeted: CCWRS 1.12, 2.7, 3.12, 4.9

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**Mini-Practice Set #4 - A Complete Accounting Cycle for a Merchandising Corporation (Use as a review for the Final Exam)**

Objectives (6 days):

1. Transfer textbook learning to practical applications.
2. Integrate knowledge from two or more chapters by working independently or within a small group.
3. Analyze business transactions.
4. Journalize business transactions in the four special journals and in the general journal
5. Post journal entries to the general ledger and to the accounts receivable and accounts payable subsidiary ledgers.
6. Post the totals of the special journals to the general ledger.
7. Prove cash.
8. Prepare a schedule of accounts receivable and a schedule of accounts payable.
9. Prepare a trial balance and a work sheet.
10. Prepare financial statements.
11. Journalize and post adjusting and closing entries.
12. Prepare a post-closing trial balance.

Textbook Activities: Using information from Chapters 16-18, to complete activities for a merchandising corporation through the whole accounting cycle.

Assessment: Completion of accounting forms and documents.

Materials: Accounting stationery from Workbook

Standards Targeted: CCCS 3.5  
CCWRS 1.2, 1.3, 1.5, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 4.9, 7.1.14

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**Accounting Simulation - Lakeshore Computer Center (Optional)  
(time allotted is for completing simulation on computer - not manually)**

**Time: 10-12 days**

Objectives:

1. To acquaint students with the general duties of a full-charge bookkeeper in a merchandising business organized as a privately held corporation.
2. To provide students with practice in analyzing transactions and working with realistic source

documents.

3. To impress upon students the necessity of preciseness, consistency, and accuracy in handling business accounting records.
4. To give students experience in working with journals, ledgers, and various accounting forms.
5. To provide students with the opportunity to see the impact of business transactions on the financial position of a business through the preparation of financial statements.
6. To provide an opportunity for students to see the value of the computer as a tool in accounting (when using the computerized version).

Assessment: Completion of computerized problem.  
 Test - Lakeshore Computer Center

Materials: Lakeshore Computer Center Simulation Packet  
 Glencoe Accounting software

Standards Targeted: CCCS 3.5  
 CCWRS 1.2, 1.3, 1.5, 1.7, 1.12,2.2, 2.7, 3.12, 4.9, 7.1.14

**NOTE: Complete this simulation only if time allows!**

**Materials/Resources**

1. Text: Glencoe Accounting, First-Year Course, Third edition.
2. Glencoe Accounting Chapter Review and Working Papers, First-Year Course
3. “Aqua Clean Pool Service” Business Simulation
4. “Lakeshore Computer Center” Business Simulation
5. Chapter Demonstration Problems
6. Transparencies prepared by Glencoe
7. Tests prepared by Glencoe
8. Glencoe Accounting Computer Software
9. Films: “90 Degrees”, “The Accounting Cycle”, “The Income Statement”, “The Balance Sheet”.
11. Guest speakers provided by AICPA

**Method of Assessment:**

When computing the grade for the marking period, the following is the approximate weight to the various indicators of achievement:

Chapter Tests	40%	Chapter Tests	30%
Homework	30%	Homework	10%
Classwork	30%	Classwork	30%
		Simulation	30%

**Mid Term and Final Exams Modified 2008**

I. Observation

Systematic, wherein the observer gathers data on one or more precisely defined behaviors;

Nonsystematic, in which the observer watches the child at school in the setting of concern and notes the behaviors, characteristics, and personal interactions that seem significant;

## II. Authentic Assessment Measures Progress in Applied Skills

Authentic assessment rates students' performance on real world tasks. To perform successfully on these tests, students must know the subject area and be able to use that knowledge to perform problem solving tasks. Activities used in authentic assessments may include:

- Conducting research; Designing a solution to a problem;
- Writing a news article, poem, or short story;
- Revising and discussing papers;
- Performing an oral presentation based on a project or analysis; and collaborating with others

Measure of effectiveness of course:

- Increased enrollment in upper level course.
- Increases in final exam grades.
- Increase in final grades.
- Student end of course evaluation.

When was the last mid term exam written/ or revised? 2008

When was the last final exam written/ or revised? 2008

### **Homework Policy:**

Homework is a very valuable tool for students which allows them to work independently outside of the classroom. Homework will be assigned daily and a deduction of ten points will result for each day the assignment is late. If the homework is not handed in before the test date, a zero will be assigned.

### **Late Policy:**

A deduction of 10 points will be deducted daily after the due date of any assignment. However, on the day the test is administered, no assignments will be collected and a zero will be assigned.

**Marking Periods: 4**

**Number of Days: 180**