

Name of Course:	Computerized Accounting III H
Level of Course:	Honors
Prerequisites:	Computerized Accounting II H
Grade Levels offered to:	Grades 11 and 12
Course Number:	626.01
Number of Credits:	5

Purpose:

Computerized Accounting III H is a full-year course designed for those students who have successfully completed Computerized Accounting II H with a C or better. This advance course concentrates on the Glencoe Computerized Software program, reinforcing computer methodology in Accounting. Students are introduced to new areas of Accounting: Stockholders Equity and Capital Accounting, Advanced Inventory Systems, Advanced Partnership Accounting, Advanced Accounting practices for cash, marketable securities and Accounts Receivables, and Vertical and Horizontal Analysis of Financial Statements. Students will avail themselves of various textbooks provided for this advanced curriculum as well as advanced software problems. Independent as well as co-operative learning is stressed. Hands-on activities are planned to challenge the students.

This course stimulates the critical thinking process needed to analyze Accounting Financial Statements. Each student is responsible for not only providing the necessary information for the Financial Statements but also to analyze these documents by answering specific queries for each accounting problem.

Students are responsible for a written and oral component for this course. The emphasis on this part of the course is to stimulate interest in the field of Accounting and reporting their findings to the class.

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:

After students learn the fundamental principles and concepts of Accounting, students will apply this knowledge to real world technology. This will allow students to make a smooth transition from the classroom to the workplace by mastery of the following:

1. Use a general ledger system
2. Integrate information for bank reconciliation
3. Produces graphs and charts
4. Present Inventory systems
5. Prepare financial statements
6. Prepare plant asset reports
7. Understand and perform accounting activities for a corporation
8. Understand and answer "What If" analysis in Vertical and Horizontal Analysis
9. Utilize the "Interview" technique of research
10. Prepare and present a PowerPoint Presentation

Method of Instruction:

Using various textbooks as well as teacher-prepared materials and the Glencoe Computerized Software Program, students will use previously learned Accounting Procedures to perform Accounting duties within a Merchandise Business and Corporate Accounting. Students will be introduced to advanced Accounting Procedures using the textbook as a source of reference. Each student will apply this newly-acquired knowledge by completing various Computerized Accounting problems using the Computerized Software package available.

Each chapter is introduced by the teacher in a lecture format. Students complete various activities throughout each chapter. Each textbook chapter is then followed by a Computerized Accounting problem allowing the student to apply this new information by completing an Accounting activity using the software provided.

Each computer problem is followed by a series of questions asking students to analyze the information from the computer printouts to ensure mastery of the Accounting procedure. Computer Simulations are given to allow students to incorporate various Accounting procedures within the framework of a simulated Merchandising Business. Students prepare all financial information needed for the day by day working of a Corporation as well as end of the fiscal period activities.

Standards Targeted Throughout this Curriculum:

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, affectional or sexual orientation, gender, religion, disability or socioeconomical status.

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)

- Evaluate the effectiveness of various solutions (CCWRS 3.14)
- 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 and Time Lines:

Unit I - Review of Merchandise Accounting

Time: 10 days

Mini-Practice Set: Application Activity I (Pgs 60-62)

“Aqualand, Inc”

A Complete Accounting Cycle for a Merchandising Business

Glencoe Advanced Accounting, 3rd Ed.

Objectives (10 days)

1. Analyze business transactions
2. Journalize business transactions in the four special Journals and in the general journal.
3. Post journal entries to the general ledger and to the accounts receivable and accounts payable subsidiary ledgers.
4. Post the totals of the special journals to the general ledger.
5. Prepare a schedule of accounts receivable and a schedule of accounts payable.
6. Prove Cash
7. Prepare a work sheet
8. Prepare financial statements
9. Journalize and post adjusting and closing entries
10. Prepare a post-closing trial balance

Textbook Activities:

Complete five journals

Follow steps 1 through 15 on page 61 and page 62 of textbook.

Workbook: pages 65-69

Computer: Use data entry from special journals. Complete steps for computerized accounting program for Application Activity I.

Assessment: Correct procedures for journalizing and posting transactions. Correct procedures for completion of end of fiscal period activities.

Materials: Working Papers
Input forms
Computer Software

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

Unit II - Stockholder’s Equity

Time: 17 Days

Chapter 9 - Stockholder’s Equity: Contributed Capital (pgs 230-256)

Text: Glencoe Accounting, Advanced, 3rd Ed.

Objective (5) days

Define a corporation and list advantages and disadvantages.

1. Describe the organization and management of a corporation.
2. Describe the different types of Capital Stock
3. Journalize transactions for the issuance of par-value and non-par stock.
4. Record transactions for stock subscriptions.
5. Define the Accounting terms in this chapter.

Textbook Activities:

Complete “Building Your Vocabulary”, pg. 251

Exercises 1-3, pg. 252

Problems 1-4, pg. 253

Workbook: Study Guide, pg 171

Exercises and Problems, pgs 173-176

Computer: None

Assessment: Study guide, Working Papers, Test

Materials:

Chapter Working Papers

Teacher Prepared documents

Transparencies

Textbook prepared materials

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

Chapter 10 - Stockholders’ Equity: Earnings and Distributions (pgs 258-278)

Text: Glencoe Accounting, Advanced, 3rd. Ed.

Objectives (5) Days:

1. Explain the difference between a cash dividend and a stock dividend.
2. Record journal entries for the declaration and payment of dividends.
3. Record journal entries involving treasury Stock.
4. Journalize entries for the appropriation of retained earnings.
5. Define the accounting terms presented in this chapter.

Textbook Activities:

“Building Your Accounting Vocabulary”, pg 272

Exercises 1-4, pgs. 273-274

Problems 1-4, pgs 274-275

Workbook: Study Guide pg 181-182

Exercises pg. 183

Problems pgs 184-188

Computer: None

Assessment: Study Guide, Working Papers, Chapter Test

Materials:

Chapter Working Papers

Teacher Prepared documents

Transparencies

Textbook prepared materials

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

Chapter 10S - Transactions and Financial Statements for Corporations (pp 37-40)

Glencoe Computerized Accounting - Supplemental Problems

Objective (7 days)

1. Analyze transactions
2. Key-Enter the journal transactions
3. Print journal reports
4. Print a Trial Balance Report
5. Complete Adjusting entries
6. Perform closing Entries
7. Answer questions 1-10

Workbook: Pgs 37-40 (Supplemental Pages)

Computer: Glencoe Computerized Accounting Software

Assessment: Completed printouts
Answers to “Analyzing Your Work” Questions

Materials:

Glencoe Computerized Accounting Software

Glencoe Computerized Accounting Working Papers

Standards Targeted: CCCS 3.5, CCWRS 1.2, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 3.14, 4.2, 4.9

Unit III - Inventories and Depreciation

Time: 15 days

Chapter 5 - Inventories and Investments (pp 119-135)

Text: Glencoe Accounting, Advanced, 3rd Ed.

Objectives (10 days):

8. Explain the importance of inventory valuation.
9. Explain the difference between a periodic and a perpetual inventory system.
10. Determine the cost of ending inventory using four methods.
11. Assign a value to Merchandise Inventory using the lower-of-cost-or-market rule.
12. Explain why a business estimates its inventory.
13. Estimate the cost of the ending inventory using two common methods.
14. Define the terms used in this chapter.

Textbook Activities:

Complete teacher prepared outline using cooperative learning technique.

Exercises 5-1 through 5-4, pp 136-137

Problems 5-1 through 5-5, pp 137-140

Workbook: Study Guide pp 111-112

Exercises and Problems, pp 113-120

Computer: None

Assessment: Study Guide and Working papers
Transparencies
Teacher-prepared materials
Prepared chapter test

Materials:

Chapter Working Papers
Teacher Prepared documents
Transparencies
Textbook prepared materials

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

Chapter 13S - Using the Inventory System pp 49-54

Glencoe Computerized Accounting Supplemental Problem

Objective (5 days)

1. Analyze transactions and complete input forms.
2. Enter new product information
3. Print necessary reports
4. Answer “Analyzing Your Work” questions.

Workbook: Supplement problem pgs 49-54

Computer: Glencoe Computerized Accounting Software

Assessment: Completed printouts
Answers to “Analyzing Your Work” Questions

Materials:

Glencoe Computerized Accounting Software
Glencoe Computerized Accounting Working Papers

Standards Targeted: CCCS 3.5, CCWRS 1.2, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 3.14, 4.2, 4.9

Unit IV - Plant Asset System and Notes Payable

Time: 30 days

Chapter 6 - Property, Plant, and Equipment Assets and Intangible Assets (pp 142-169)

Text: Glencoe Accounting, Advanced, 3rd Ed

Objectives (5 days):

15. Identify property, plant, and equipment assets and record their initial costs.
16. Calculate the annual estimated depreciation expense for a plant asset using four common methods.
17. Calculate depreciation for a partial year.
18. Determine the book value of a plant asset.
19. Journalize the adjusting entries for depreciation.
20. Record the entries for the disposal of a plant asset.
21. Define the accounting terms presented in this chapter.

Textbook Activities:

Using Textbook, complete teacher-prepared Chapter Outline.

Exercises 1-3, pgs 166-167

Problems 1-3, pgs. 167-168

Workbook: Study Guide pg. 121-122

Exercises pgs 123-124

Problems pgs 124

Computer: None

Assessment: Study Guide

Exercises and Problems

Teacher Prepared Chapter Test (Demo Problems)

Materials: Study Guide and Working Papers

Transparencies

Teacher Prepared Materials

Standards Targeted: CCWRS 1.1, 1.12, 2.1, 2.2, 2.7, 3.12, 3.14, 4.2, 4.9

Chapter 14S - Using the Plant Asset System (pp 55-57)

Glencoe Computerized Accounting - Supplemental Problems

Objectives (7 days)

1. Review acquisitions and complete the input forms.
2. Record new assets in the plant asset register.
3. Print the necessary reports.
4. Display a depreciation comparison graph.
5. Answer the “Analyzing Your Work” Questions.

Workbook: Supplement problem pgs 55-57

Computer: Glencoe Computerized Accounting Software

Assessment: Completed printouts

Answers to “Analyzing Your Work” Questions

Materials:

Glencoe Computerized Accounting Software

Glencoe Computerized Accounting Working Papers

Standards Targeted: CCCS 3.5, CCWRS 1.2, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 3.14, 4.2, 4.9

Chapter 25 - Accounting for Notes Payable and Receivable (pgs 547-566)

Text: Glencoe Accounting, First Year, 3rd Edition

Objectives (10 days)

1. Explain how promissory notes are used by businesses.
2. Determine the due date, interest expense, and maturity value of a promissory note.
3. Explain the difference between interest-bearing and non-interest-bearing notes.
4. Record journal entries for notes payable and notes receivable.
5. Define the accounting terms introduced in this chapter.

Textbook Activities:

Using the textbook, complete teacher-prepared Chapter Outline.

Exercises 1-4 (pg 563)

Problems 1-4 (pg 564-565)

Workbook:

Study Guide pp 401-402

Exercises pp 403

Problems 1-4 pgs 404-408

Computer: None

Assessment: Study Guide

Exercises

Teacher Prepared Test (Demo Problem)

Materials: Study Guide and Working Papers

Teacher Prepared Materials

Standards Targeted: CCWRS 1.1, 1.12, 2.1, 2.2, 2.7, 3.12, 3.14, 4.2, 4.9

Unit VI - Accounts Receivables Transactions - Advanced Methods

Time: 15 days

Chapter 23-Accounting for Uncollectible Accounts Receivable (pp 505-526)

Text: Glencoe Accounting, First year, 3rd Ed.

Objectives (5 days)

1. Explain the difference between the direct write-off method and the allowance method of accounting for uncollectible accounts.
2. Journalize the entry to record the direct write-off of an uncollectible account receivable.
3. Explain how the adjustment for uncollectible accounts using the allowance method is recorded on the work sheet.
4. Journalize the adjusting entry for estimated uncollectible accounts.
5. Journalize the entry to write off an uncollectible account using the allowance method.
6. Journalize the entry to record the collection of a written-off account.
7. Describe two methods that can be used to estimate bad debts expense.
8. Define the accounting terms introduced in this chapter.

Textbook Activities:

Using textbook, complete teacher-prepared outline.

Exercises 1-3, pp 523-524

Problems 1-4 pgs 524-525

Workbook: Study Guide pp 369-370

Exercises pp 371-372

Problems 1-4 pgs 372-381

Computer: None

Assessment: Study Guide

Exercises

Teacher Prepared Chapter Test (Demo Problems)

Materials: Study Guide and Working Papers

Transparencies

Teacher-prepared materials

Standards Targeted: CCWRS 1.1, 1.12, 2.1, 2.2, 2.7, 3.12, 3.14, 4.2, 4.9

Chapter 9S - Advanced Accounts Receivable Transactions
Glencoe Computerized Accounting - Supplemental Problems

Objectives (10 days)

1. Analyze transactions and record on input forms.
2. Calculate the proof totals and verify the columns balance.
3. Key-enter data using the Sales Journal, General Journal, Cash Receipts Journal, and Cash Payments Journal.
4. Print out required reports
5. Answer “Analyzing Your Work” Questions 1-10

Workbook: Pgs. 31-36 (Supplemental Pages)

Computer: Glencoe Computerized Accounting Software

Assessment: Completed printouts

Answers to “Analyzing Your Work” Questions

Materials:

Glencoe Computerized Accounting Software

Glencoe Computerized Accounting Working Papers

Standards Targeted: CCCS 3.5, CCWRS 1.2, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 3.14, 4.2, 4.9

Unit V - Partnerships

Time: 20 days

Chapter 14 - Partnerships: Formation, dissolution, and Liquidation (pgs 367-386)

Text: Glencoe Accounting, Advanced, 3rd Ed.

Objectives (5 days)

1. List the major characteristics of a partnership
2. List some of the advantages and disadvantages of the partnership form of business organization.
3. Journalize transactions involving partners’ equity in a partnership.
4. Journalize the entries required when a partnership dissolves.
5. Journalize entries for the sale of assets when a partnership is liquidated.
6. Define the accounting terms presented in this chapter.

Textbook Activities:

Complete “Building Your Vocabulary”, pg 382

Exercises 1-3, pgs. 383-384

Problems 1-5, pgs 384, 385

Workbook: Study Guide, pg 252-252

Exercises and Problems, pgs 253-259

Computer:

None

Assessment:

Study Guide, Working Papers, Chapter Test

Materials:

Chapter Working Papers
Teacher Prepared documents
Transparencies
Textbook prepared materials

Standards Targeted: CCCS 3.5, CCWRS 1.1, 1.2, 1.3, 1.5, 1.7, 3.12, 3.14, 4.9

Chapter 15 - Partnerships: Division of Profits and Losses (pgs. 389-406)

Text: Glencoe Accounting, Advanced, 3rd Ed.

Objective (5 days):

1. List five methods of distributing a partnership's net income or loss.
2. Journalize the closing entry for a partnership to divide net income or loss
3. Prepare the financial statements for a partnership.
4. Define the accounting terms presented in this chapter.

Textbook Activities:

Complete "building Your Vocabulary", pg 403
Exercises 1-4, pgs 403-404
Problems 1-4, pgs 404-405

Workbook:

Study Guide, pgs. 262-262
Exercises and Problems, pgs 263-268

Computer:

None

Assessment:

Study Guide, Working Papers, Chapter Tests

Materials:

Chapter Working Papers
Teacher Prepared documents
Transparencies
Textbook prepared materials

Standards Targeted: CCCS 3.5, CCWRS 1.1, 1.2, 1.3, 1.5, 1.7, 3.12, 3.14, 4.9

Chapter 8S - Advanced AP Transactions and Partnerships

Text: Computerized Accounting - Supplemental Problems

Objectives (10 days)

1. Record transactions on the input forms
2. Enter the information using the Purchases Journal, General Journal, and Cash Payments

- Journal
3. Print required reports
 4. Complete the questions for “Analyzing Your Work”

Workbook: Pages 25-29 (Supplemental Papers)

Computer: Glencoe Computerized Accounting Software

Assessment: Completed printouts
Answers to “Analyzing Your Work” Questions

Materials:

Glencoe Computerized Accounting Software

Glencoe Computerized Accounting Working Papers

Standards Targeted: CCCS 3.5, CCWRS 1.2, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 3.14, 4.2, 4.9

Unit VII - Vertical/Horizontal Analysis – Accounting Statements

Time: 20 days

Chapter 28 - Analyzing and Interpreting Financial Statements (pgs. 608-627)

Text: Glencoe Accounting, First Year

Objectives: (10 days):

1. List the qualitative characteristics and general accounting guidelines for accounting information.
2. Prepare a classified balance sheet and income statement.
3. Prepare horizontal and vertical analyses of financial statements.
4. Calculate commonly used liquidity and profitability ratios.
5. Use liquidity and profitability ratios to analyze a business’s performance.
6. Define the accounting terms introduced in this chapter.

Textbook Activities:

Complete “Building Your Vocabulary” pg. 624

Exercises 1-4, pgs 624-624

Problems 1-4, pgs. 626-627

Workbook:

Study Guide, pgs. 435-436

Exercises and Problems, pgs 437-441

Computer

None

Assessment:

Study Guide, Working Papers, Chapter Test

Materials:

Chapter Working Papers

Teacher Prepared documents

Transparencies

Textbook prepared materials.

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

Chapter 12 - Advanced Financial Statement Analysis (pgs 371-385)

Time: 10 Days

Text: Glencoe Computerized Accounting

Objectives (10 days)

1. Analyze Financial Statements
2. Use the software to prepare a Vertical-Income Statement
3. Print a Vertical-Balance Sheet Report
4. Calculate the following ratios: current ratio, quick ratio, rate of return on sales, and rate of return on stockholders' equity.
5. Perform what-if analysis.
6. Define the accounting terms in this chapter.

Textbook Activities

“Review and Applications” pp 380-385
Problems 1-3, pgs 381-385

Workbook

Study Guide, pgs 151-153
“Analyzing your Work” Questions, pgs 153-157
“What-If-Statements”, pgs 154, 156, 158

Assessment

Completed printouts
Workbook pages.
Mastery Problem Test

Materials:

Glencoe Computerized Accounting Software
Workbook papers

Standards Targeted: CCCS 3.5, CCWRS 1.2, 1.7, 1.12, 2.1, 2.2, 2.7, 3.12, 3.14, 4.2, 4.9

MID-TERM EXAM:

Simulation: London & Company

Time: 4 weeks

Objectives (4 weeks):

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 accounting records
4. To give students experience in working with special journals, general and subsidiary ledgers, and various accounting forms.

5. To provide students with the opportunity to see the impact of 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.

Activities :

- *Pencil foot and prove the special journals at the end of each “week”. Enter data into the computerized software program and check totals before proceeding.
- *Check the following balances on a specific date: AR, Allowance for Uncollectible Accounts, Sales Tax Payable, Purchases, Transportation In, Salaries Expense. Check the following ledger accounts: Custom Jewelers, Regency Jewelry Corp.
- *Complete Bank Reconciliation using worksheet and Computerized Software. Print out.
- *Data enter all transactions into Computerized Software.
- *Print out all special journals.
- *Print out General Journal
- *Print out Adjusting Entries
- *Print out Post-Closing Trial Balance
- *Complete Audit Test

Assessment:

- Weekly check points.
- Printouts
- Audit Test

FINAL EXAM:

WRITTEN/ORAL PRESENTATION COMPONENT (Final Exam)

Requirements:

1. Prepare ten interview questions (as a group)
2. Interview an Accountant (individually)
3. Write report following the teacher-prepared report outline (individually)
4. Prepare a PowerPoint Presentation following guidelines from teacher (as a group)
5. Present PowerPoint Presentation on exam day.
6. Every student submits their paper on their individual interview.

Method of Assessment:

Authentic assessment methods are ways of evaluating student abilities in a process-based classroom; these methods include: design portfolios and journals, student presentations/demonstrations, simulations, oral exams, teacher observation, student self-assessment. The primary purpose of assessment is to assist the students in the learning process. When identified, student’s strengths are used to help guide them toward areas in which they will excel. The teacher selects the most appropriate assessment method(s) for each behavioral objective during learning activities.

Computerized Accounting III H is a course designed totally to be completed within the classroom setting. Assessment is as follows:

Class Work	40%	- or -	Simulation	40%
Chapter Tests	60%			

Measures of student progress:

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

Late Policy:

A deduction of 10 points will be deducted daily after the due date of any assignment. However, no work will be accepted after a test is administered. This policy not in effect when a student is absent. A student has one extra day for each day absent to make up the assignment. (Due to the nature of this course being done on a computer and computer lab time is needed, teacher discretion applies for late or missed work).