

Subject: Accounting	Calendar: Weeks: August 25- December 15	Timeframe: First Semester	Level/Grade: High School Grades 11-12
--	--	--	--

Accounting – First Year Course

Unit Objectives:

Unit 1 – Introduction to Accounting – Chapters 1 and 2

Describe how personal interests and skills, value, lifestyles affects one’s career choices

Explain how to conduct career research and set career goals

Describe who entrepreneurs are and the types of businesses they form

Explain the role of accounting in a private enterprise economy and the difference between financial accounting and managerial accounting

Unit 2 – The Basic Accounting Cycle – Chapters 3-11

Correctly use terminology related to the accounting cycle

Use the accounting equation to analyze business transactions

Describe accounting principles and practices for a sole proprietorship service business

Record and report operating results for a sole proprietorship service business

Activity Type:

CHAPTER 1 You and the World of Accounting

Study Plan

Check Your Understanding

Section 1 Read Section 1 on pages 6–12 and complete the following exercises on page 13.

- Thinking Critically
- Computing in the Business World
- Problem 1-1 Studying Yourself
- Problem 1-2 Gathering Career Resources

Section 2 Read Section 2 on pages 14–16 and complete the following exercises on page 17.

- Thinking Critically
- Communicating Accounting
- Problem 1-3 Checking Out Accounting Careers
- Problem 1-4 Matching Interests and Careers
- Problem 1-5 Researching Public Accounting Firms
- Problem 1-6 Interviewing Accountants

Summary Review the Chapter 1 Summary on page 19 in your textbook.

- Key Concepts

Review and Activities Complete the following questions and exercises on pages 20–21 in your textbook.

- Using Key Terms
- Understanding Accounting Concepts and Procedures
- Case Study
- Internet Connection
- Workplace Skills

Problems Complete the following end-of-chapter problems for Chapter 1 in your textbook.

- Problem 1-7 Researching Careers in Your Library
- Problem 1-8 Researching Careers in Your Local Newspaper
- Problem 1-9 Assessing Your Skills and Interests
- Problem 1-10 Working with Others
- Problem 1-11 Summarizing Personal Traits
- Problem 1-12 Gathering Career Information
- Problem 1-13 Exploring Careers in Accounting
- Problem 1-14 Exploring Global Careers

Challenge Problem

Chapter Reviews and Working Papers Complete the following exercises for Chapter 1 in your Chapter Reviews and Working Papers.

- Chapter Review
- Self-Test

TEKS:

<http://www.tea.state.tx.us/teks/120-041n.htm#120.42>

Knowledge and skills.

(1) The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:

- (A) describe the purpose of accounting;
- (B) apply basic accounting concepts and terminology;
- (C) demonstrate the effects of transactions on the accounting equation, for example, T accounts;
- (D) prepare a chart of accounts;
- (E) apply information from source documents;
- (F) post general journal entries;
- (G) prepare a trial balance;
- (H) calculate and record end-of-period adjustments;
- (I) update accounts through adjusting and closing entries;

CHAPTER 2 The World of Business and Accounting

Study Plan

Check Your Understanding

Section 1 Read Section 1 on pages 26–30 and complete the following exercises on page 31.

- Thinking Critically
- Communicating Accounting
- Problem 2-1 Assess Your Entrepreneurship Potential

Section 2 Read Section 2 on pages 32–34 and complete the following exercises on page 35.

- Thinking Critically
- Computing in the Business World
- Problem 2-2 Making Decisions Using Appropriate Accounting Concepts
- Problem 2-3 Identifying Accounting Assumptions

Summary Review the Chapter 2 Summary on page 37 in your textbook.

- Key Concepts

Review and Activities Complete the following questions and exercises on pages 38–39 in your textbook.

- Using Key Terms
- Understanding Accounting Concepts and Procedures
- Case Study
- Internet Connection
- Workplace Skills

Problems Complete the following end-of-chapter problems for Chapter 2 in your textbook.

- Problem 2-4 Identifying Types of Businesses
- Problem 2-5 Understanding Accounting Assumptions
- Problem 2-6 Understanding Business Operations
- Problem 2-7 Categorizing Forms of Business Organizations

Challenge Problem Problem 2-8 Working as an Entrepreneur

Chapter Reviews and Working Papers Complete the following exercises for Chapter 2 in your Chapter Reviews and Working Papers.

- Chapter Review
- Self-Test

CHAPTER 3 Business Transactions and the Accounting Equation

Study Plan

Check Your Understanding

Section 1 Read Section 1 on pages 46–48 and complete the exercises on page 49.

- Thinking Critically
- Computing in the Business World
- Problem 3-1 Balancing the Accounting Equation

Section 2 Read Section 2 on pages 50–55 and complete the exercises on page 56.

- Thinking Critically
- Communicating Accounting
- Problem 3-2 Determining the Effects of Transactions on the Accounting Equation

Section 3 Read Section 3 on pages 57–59 and complete the exercises on page 60.

- Thinking Critically
- Analyzing Accounting
- Problem 3-3 Determining the Effects of Transactions on the Accounting Equation

Summary Review the Chapter 3 Summary on page 61 in your textbook.

- Key Concepts

Review and Activities Complete the following questions and exercises on pages 62–63.

- Using Key Terms
- Understanding Accounting Concepts and Procedures
- Case Study
- Internet Connection
- Workplace Skills

Computerized Accounting Read the Computerized Accounting information on page 64 in your textbook.

- Exploring Electronic Spreadsheets

Problems Complete the following end-of-chapter problems for Chapter 3.

- Problem 3-4 Classifying Accounts
- Problem 3-5 Completing the Accounting Equation
- Problem 3-6 Classifying Accounts Within the Accounting Equation
- Problem 3-7 Determining Increases and Decreases in Accounts
- Problem 3-8 Determining the Effects of Transactions on the Accounting Equation
- Problem 3-9 Determining the Effects of Business Transactions on the Accounting Equation
- Problem 3-10 Describing Business Transactions

Challenge Problem Problem 3-11 Completing the Accounting Equation

Chapter Reviews and Working Papers Complete the following exercises for Chapter 3 in your Chapter Reviews and Working Papers.

- Chapter Review
- Self-Test

(J) prepare a post-closing trial balance; and

(K) prepare financial statements.

(5) The student recognizes the different forms of business organizations, for example, proprietorship, partnership, corporation, and non-profit organizations. The student is expected to:

(A) compare the various forms of business organizations;

(B) list advantages and disadvantages of each forms of business organization; and

(C) identify the various accounting functions involved with each form of business organization.

(6) The student identifies career opportunities in the accounting field. The student is expected to:

(A) describe the purpose of accounting; and

(B) interview members of the accounting field to investigate entry-level job requirements, career tracks for the profession, and projected trends for the future.

(7) The student practices productivity skills as they apply to accounting. The student is expected to:

(A) follow oral and written instructions;

(B) develop time management skills by setting priorities for completing work as scheduled;

(C) make decisions using appropriate accounting concepts;

(D) explain the concepts of integrity and confidentiality as related to the accounting profession;

(E) perform accounting procedures using manual and automated methods;

(F) complete the accounting cycle within an assigned time frame; and

(G) demonstrate use of the numeric keypad by touch.

CHAPTER 4 Transactions That Affect Assets, Liabilities, and Owner's Equity

Study Plan

Check Your Understanding

- Section 1** Read Section 1 on pages 72–76 and complete the following exercises on page 77.
- Thinking Critically
 - Computing in the Business World
 - Problem 4-1 *Applying the Rules of Debit and Credit*
- Section 2** Read Section 2 on pages 78–82 and complete the following exercises on page 83.
- Thinking Critically
 - Communicating Accounting
 - Problem 4-2 *Identifying Increases and Decreases in Accounts*
- Summary** Review the Chapter 4 Summary on page 85 in your textbook.
- Key Concepts
- Review and Activities** Complete the following questions and exercises on pages 86–87 in your textbook.
- Using Key Terms
 - Understanding Accounting Concepts and Procedures
 - Case Study
 - Conducting an Audit with Alex
 - Internet Connection
 - Workplace Skills
- Computerized Accounting** Read the Computerized Accounting Information on page 88 in your textbook.
- Making the Transition from a Manual to a Computerized System
 - A Quick Overview of Peachtree Accounting
- Problems** Complete the following end-of-chapter problems for Chapter 4 in your textbook.
- Problem 4-3 *Identifying Accounts Affected by Transactions*
 - Problem 4-4 *Using T Accounts to Analyze Transactions*
 - Problem 4-5 *Analyzing Transactions into Debit and Credit Parts*
 - Problem 4-6 *Analyzing Transactions into Debit and Credit Parts*
 - Problem 4-7 *Analyzing Transactions Recorded in T Accounts*
- Challenge Problem**
- Chapter Reviews and Working Papers** Complete the following exercises for Chapter 4 in your Chapter Reviews and Working Papers.
- Chapter Review
 - Self-Test

CHAPTER 5 Transactions That Affect Revenue, Expenses, and Withdrawals

Study Plan

Check Your Understanding

- Section 1** Read Section 1 on pages 96–102 and complete the following exercises on page 103.
- Thinking Critically
 - Communicating Accounting
 - Problem 5-1 *Applying the Rules of Debit and Credit*
- Section 2** Read Section 2 on pages 104–108 and complete the following exercises on page 109.
- Thinking Critically
 - Analyzing Accounting
 - Problem 5-2 *Identifying Accounts Affected by Transactions*
- Summary** Review the Chapter 5 Summary on page 111 in your textbook.
- Key Concepts
- Review and Activities** Complete the following questions and exercises on pages 112–113 in your textbook.
- Using Key Terms
 - Understanding Accounting Concepts and Procedures
 - Case Study
 - Conducting an Audit with Alex
 - Internet Connection
 - Workplace Skills
- Computerized Accounting** Read the Computerized Accounting Information on page 114 in your textbook.
- Making the Transition from a Manual to a Computerized System
 - Setting Up General Ledger Accounts in Peachtree
- Problems** Complete the following end-of-chapter problems for Chapter 5 in your textbook.
- Problem 5-3 *Identifying Increases and Decreases in Accounts*
 - Problem 5-4 *Using T Accounts to Analyze Transactions*
 - Problem 5-5 *Analyzing Transactions into Debit and Credit Parts*
 - Problem 5-6 *Analyzing Transactions into Debit and Credit Parts*
 - Problem 5-7 *Analyzing Transactions*
 - Problem 5-8 *Completing the Accounting Equation*
- Challenge Problem**
- Chapter Reviews and Working Papers** Complete the following exercises for Chapter 5 in your Chapter Reviews and Working Papers.
- Chapter Review
 - Self-Test

CHAPTER 6 Recording Transactions in a General Journal

Study Plan

Check Your Understanding

- Section 1** Read Section 1 on pages 122–124 and complete the following exercises on page 125.
- Thinking Critically
 - Communicating Accounting
 - Problem 6-1 Analyzing a Source Document
- Section 2** Read Section 2 on pages 126–139 and complete the following exercises on page 140.
- Thinking Critically
 - Computing in the Business World
 - Problem 6-2 Recording Business Transactions
 - Problem 6-3 Analyzing Transactions
- Summary** Review the Chapter 6 Summary on page 141 in your textbook.
- Key Concepts
- Review and Activities** Complete the following questions and exercises on pages 142–143 in your textbook.
- Using Key Terms
 - Understanding Accounting Concepts and Procedures
 - Case Study
 - Conducting an Audit with Alex
 - Internet Connection
 - Workplace Skills
- Computerized Accounting** Read the Computerized Accounting information on page 144 in your textbook.
- Making the Transition from a Manual to a Computerized System
 - Entering Transactions in Peachtree
- Problems** Complete the following end-of-chapter problems for Chapter 6 in your textbook.
- Problem 6-4 Recording General Journal Transactions
 - Problem 6-5 Recording General Journal Transactions
 - Problem 6-6 Recording General Journal Transactions
 - Problem 6-7 Recording General Journal Transactions
 - Problem 6-8 Recording General Journal Transactions
- Challenge Problem** Problem 6-8 Recording General Journal Transactions
- Chapter Reviews and Working Papers** Complete the following exercises for Chapter 6 in your Chapter Reviews and Working Papers.
- Chapter Review
 - Self-Test

CHAPTER 7 Posting Journal Entries to General Ledger Accounts

Study Plan

Check Your Understanding

- Section 1** Read Section 1 on pages 152–155 and complete the following exercises on page 156.
- Thinking Critically
 - Communicating Accounting
 - Problem 7-1 Opening Ledger Accounts
- Section 2** Read Section 2 on pages 157–163 and complete the following exercises on page 164.
- Thinking Critically
 - Analyzing Accounting
 - Problem 7-2 Posting from the General Journal to the Ledger
- Section 3** Read Section 3 on pages 166–169 and complete the following exercises on page 170.
- Thinking Critically
 - Computing in the Business World
 - Problem 7-3 Analyzing a Source Document
 - Problem 7-4 Recording and Posting a Correcting Entry
- Summary** Review the Chapter 7 Summary on page 171 in your textbook.
- Key Concepts
- Review and Activities** Complete the following questions and exercises on pages 172–173 in your textbook.
- Using Key Terms
 - Understanding Accounting Concepts and Procedures
 - Case Study
 - Conducting an Audit with Alex
 - Internet Connection
 - Workplace Skills
- Computerized Accounting** Read the Computerized Accounting information on page 174 in your textbook.
- Making the Transition from a Manual to a Computerized System
 - Posting to the General Ledger in Peachtree
- Problems** Complete the following end-of-chapter problems for Chapter 7 in your textbook.
- Problem 7-5 Posting General Journal Transactions
 - Problem 7-6 Preparing a Trial Balance
 - Problem 7-7 Journalizing and Posting Business Transactions
 - Problem 7-8 Journalizing and Posting Business Transactions
 - Problem 7-9 Recording and Posting Correcting Entries
- Challenge Problem** Problem 7-9 Recording and Posting Correcting Entries
- Chapter Reviews and Working Papers** Complete the following exercises for Chapter 7 in your Chapter Reviews and Working Papers.
- Chapter Review
 - Self-Test

CHAPTER 8 The Six-Column Work Sheet

Study Plan

Check Your Understanding

- Section 1** Read Section 1 on pages 182–185 and complete the following exercises on page 186.
- Thinking Critically
 - Communicating Accounting
 - Problem 8-1 *Entering Account Balances on the Work Sheet*
 - Problem 8-2 *Analyzing a Source Document*

- Section 2** Read Section 2 on pages 187–193 and complete the following exercises on page 194.
- Thinking Critically
 - Computing in the Business World
 - Problem 8-3 *Extending Amounts Across the Work Sheet*

Summary Review the Chapter 8 Summary on page 195 in your textbook.

- Key Concepts

Review and Activities Complete the following questions and exercises on pages 196–197 in your textbook.

- Using Key Terms
- Understanding Accounting Concepts and Procedures
- Case Study
- Conducting an Audit with Alex
- Internet Connection
- Workplace Skills

Computerized Accounting Read the Computerized Accounting information on page 198 in your textbook.

- Making the Transition from a Manual to a Computerized System
- Preparing a Trial Balance in Peachtree

Problems Complete the following end-of-chapter problems for Chapter 8 in your textbook.

- Problem 8-4 *Preparing a Six-Column Work Sheet*
- Problem 8-5 *Preparing a Six-Column Work Sheet*
- Problem 8-6 *Preparing a Six-Column Work Sheet*
- Problem 8-7 *Preparing a Six-Column Work Sheet*

Challenge Problem Problem 8-8 *Completing the Work Sheet*

Chapter Reviews and Working Papers Complete the following exercises for Chapter 8 in your Chapter Reviews and Working Papers.

- Chapter Review
- Self-Test

CHAPTER 9 Financial Statements for a Sole Proprietorship

Study Plan

Check Your Understanding

- Section 1** Read Section 1 on pages 204–208 and complete the questions and problems on page 209.
- Thinking Critically
 - Communicating Accounting
 - Problem 9-1 *Analyzing a Source Document*

- Section 2** Read Section 2 on pages 210–213 and complete the questions and problems on page 214.
- Thinking Critically
 - Analyzing Accounting
 - Problem 9-2 *Determining Ending Capital Balances*

- Section 3** Read Section 3 on pages 216–221 and complete the questions and problems on page 222.
- Thinking Critically
 - Communicating Accounting
 - Problem 9-3 *Calculating Return on Sales*

Summary Review the Chapter 9 Summary on page 223 in your textbook.

- Key Concepts

Review and Activities Complete the following questions and exercises on pages 224–225 in your textbook.

- Using Key Terms
- Understanding Accounting Concepts and Procedures
- Case Study
- Conducting an Audit with Alex
- Internet Connection
- Workplace Skills

Computerized Accounting Read the Computerized Accounting information on page 226 in your textbook.

- Making the Transition from a Manual to a Computerized System
- Preparing Financial Statements in Peachtree

Problems Complete the following end-of-chapter problems for Chapter 9 in your textbook.

- Problem 9-4 *Preparing an Income Statement*
- Problem 9-5 *Preparing a Statement of Changes in Owner's Equity*
- Problem 9-6 *Preparing Financial Statements*
- Problem 9-7 *Preparing Financial Statements*

Challenge Problem Problem 9-8 *Preparing a Statement of Changes in Owner's Equity*

Chapter Reviews and Working Papers Complete the following exercises for Chapter 9 in your Chapter Reviews and Working Papers.

- Chapter Review
- Self-Test

CHAPTER 10 Completing the Accounting Cycle for a Sole Proprietorship

Study Plan

Check Your Understanding

- Section 1 Read Section 1 on pages 232–241 and complete the following exercises on page 242.
- Thinking Critically
 - Communicating Accounting
 - Problem 10-1 *Preparing Closing Entries*
 - Problem 10-2 *Analyzing a Source Document*

- Section 2 Read Section 2 on pages 243–245 and complete the following exercises on page 246.
- Thinking Critically
 - Communicating Accounting
 - Problem 10-3 *Determining Accounts Affected by Closing Entries*

Summary

- Review the Chapter 10 Summary on page 247 in your textbook.
- Key Concepts

Review and Activities

- Complete the following questions and exercises on pages 248–249 in your textbook.
- Using Key Terms
 - Understanding Accounting Concepts and Procedures
 - Case Study
 - Conducting an Audit with Alex
 - Internet Connection
 - Workplace Skills

Computerized Accounting

- Read the Computerized Accounting information on page 250 in your textbook.
- Making the Transition from a Manual to a Computerized System
 - Closing the Accounting Period in Peachtree

Problems

- Complete the following end-of-chapter problems for Chapter 10 in your textbook.
- Problem 10-4 *Preparing Closing Entries*
 - Problem 10-5 *Preparing a Post-Closing Trial Balance*
 - Problem 10-6 *Journalizing Closing Entries*
 - Problem 10-7 *Posting Closing Entries and Preparing a Post-Closing Trial Balance*
 - Problem 10-8 *Completing End-of-Period Activities*
 - Problem 10-9 *Completing End-of-Period Activities*

Challenge Problem

- Complete the following exercises for Chapter 10 in your Chapter Reviews and Working Papers.
- Chapter Review
 - Self-Test

CHAPTER 11 Cash Control and Banking Activities

Study Plan

Check Your Understanding

- Section 1 Read Section 1 on pages 258–263 and complete the following exercises on page 264.
- Thinking Critically
 - Communicating Accounting
 - Problem 11-1 *Preparing a Deposit Slip and Writing Checks*

- Section 2 Read Section 2 on pages 265–272 and complete the following exercises on page 273.
- Thinking Critically
 - Computing in the Business World
 - Problem 11-2 *Analyzing a Source Document*

Summary

- Review the Chapter 11 Summary on page 275 in your textbook.
- Key Concepts

Review and Activities

- Complete the following questions and exercises on pages 276–277 in your textbook.
- Using Key Terms
 - Understanding Accounting Concepts and Procedures
 - Case Study
 - Conducting an Audit with Alex
 - Internet Connection
 - Workplace Skills

Computerized Accounting

- Read the Computerized Accounting information on page 278 in your textbook.
- Making the Transition from a Manual to a Computerized System
 - Reconciling the Bank Statement in Peachtree

Problems

- Complete the following end-of-chapter problems for Chapter 11 in your textbook.
- Problem 11-3 *Handling Deposits*
 - Problem 11-4 *Maintaining the Checkbook*
 - Problem 11-5 *Reconciling the Bank Statement*
 - Problem 11-6 *Reconciling the Bank Statement*
 - Problem 11-7 *Reconciling the Bank Statement*

Challenge Problem

- Problem 11-8 *Reconciling the Bank Statement Using the Account Form*

Chapter Reviews and Working Papers

- Complete the following exercises for Chapter 11 in your Chapter Reviews and Working Papers.
- Chapter Review
 - Self-Test

Materials:

Textbook
Study Guides
Templates
Excel Documents
Handouts
Teacher-prepared documents

SE Modifications:

Individualized assistance
Extended time
Shorten assignments
Oral administration
Provide notes/handouts

Resources:

Visual presentation
Internet
Teacher prepared lecture
material

TA TEKS:**GT Modifications:**

Peer tutoring
Extra credit projects

Evaluation Methods:

Demonstrate daily production
Portfolio
Tests