

## Accounting I (Level 2)

### Unit 1: Introduction to Accounting

**Suggested Duration: about 30 days**

Standards, Big Ideas, and Essential Questions	Competencies and Accounting Core Skills	Vocabulary/Content	Instructional Materials	Suggested Activities
<p><b>Big Idea:</b> Accounting is the universal language of business.</p> <p><b>Essential Questions:</b></p> <ol style="list-style-type: none"> <li>1. How are businesses formed, organized and operated?</li> <li>2. What constitutes a business transaction?</li> <li>3. How does a transaction affect accounting record keeping for a business?</li> <li>4. What is the Basic Accounting Equation?</li> </ol> <p><b>PA Standards for Business, Computers and</b></p>	<p>RTM Core Accounting Skills:</p> <ul style="list-style-type: none"> <li>• Basic Math skills</li> <li>• Interpretation of charts and graphs</li> <li>• Analysis and recording of business transactions</li> <li>• Analysis and interpretation based on synthesis of facts</li> <li>• Note taking and organizational skills</li> <li>• Reading comprehension</li> <li>• Research skills</li> <li>• Written and oral expression of facts and concepts</li> </ul> <p>Students will be able to:</p>	<ul style="list-style-type: none"> <li>• Business Environment</li> <li>• Free enterprise system</li> <li>• Profit</li> <li>• Loss</li> <li>• Entrepreneur</li> <li>• Capital</li> <li>• Service business</li> <li>• Merchandising business</li> <li>• Manufacturing business</li> <li>• Sole proprietorship</li> <li>• Partnership</li> <li>• Corporation</li> <li>• Charter</li> <li>• Accounting Systems</li> <li>• Manual</li> <li>• Computerized</li> <li>• GAAP</li> <li>• Financial Reports</li> <li>• Financial Accounting</li> <li>• Management Accounting</li> <li>• Business Entity</li> <li>• Accounting Period</li> <li>• Going Concern</li> </ul>	<p>Textbook: <u>Glencoe Accounting Real-World Applications and Connections</u>. Copyright 2000 Chapters 3 and 4</p> <p><u>Wall Street Journal</u>, Classroom Edition (monthly publication)</p> <p>PowerPoint Presentations</p> <p>Excel and WORD Software files</p> <p>Video clips and biographies</p>	<ul style="list-style-type: none"> <li>• Independent problem solving</li> <li>• Research/Circulate and monitor</li> <li>• Computer lab assignments/LCD projector instruction</li> <li>• Summary, Reflect, Predict</li> <li>• KWL Charts</li> <li>• Think/pair/share, triads, jigsaw, formal cooperative groups. (DOL 2-3)</li> <li>• Higher-level thinking and questioning</li> <li>• Application, problem solving, decision making, experimental inquiry, synthesis/invention, analysis, abstracting, evaluation. (DOL 3-4)</li> </ul>

<p><b>Information Technology</b></p> <p><b><u>ACCOUNTING</u></b></p> <p><b>15.1.12.C:</b> Analyze business transactions using T-accounts to determine their impact on a business.</p> <p><b>15.1.12.D:</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> <p><b>15.1.12.E:</b> Perform accounting functions using technology as a tool.</p> <p><b>15.1.12.F:</b> Analyze and journalize transactions for short- and long-term assets.</p> <p><b>15.1.12.G:</b> Analyze and journalize transactions involving short- and long-term liabilities.</p>	<ul style="list-style-type: none"> <li>• Identify and analyze source documents</li> <li>• Analyze business transactions and create T accounts</li> <li>• Enter transactions in the General Journal</li> <li>• Create spreadsheets in Excel utilizing absolute cell referencing</li> <li>• Navigate around and understand Microsoft Excel software</li> <li>• Understand ethical - legal and moral considerations evidenced by current scandals in the business world</li> </ul>	<ul style="list-style-type: none"> <li>• Business Transactions</li> <li>• Property</li> <li>• Property Rights</li> <li>• Financial Claims</li> <li>• Credit</li> <li>• Creditor</li> <li>• Assets</li> <li>• Investments</li> <li>• Equity</li> <li>• Owner’s Equity</li> <li>• Liabilities</li> <li>• Accounting Equation</li> <li>• Account</li> <li>• Accounts Receivable</li> <li>• Accounts Payable</li> <li>• On Account</li> <li>• Revenue</li> <li>• Expense</li> <li>• Withdrawal</li> </ul>		
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Accounting I (Level 2)

**Unit 2: Introduction to Accounting – Part 1**

**Suggested Duration: about 30 days**

Standards, Big Ideas, and Essential Questions	Competencies and Accounting Core Skills	Vocabulary/Content	Instructional Materials	Suggested Activities
<p><b>Big Idea:</b> Business transactions occur in all aspects of our lives everyday.</p> <p><b>Essential Questions:</b></p> <ol style="list-style-type: none"> <li>1. How are the rules of debit and credit applied?</li> <li>2. What are T-accounts and how are they used to analyze business transactions?</li> <li>3. How does a transaction affect accounting record keeping for a business?</li> <li>4. What is the Basic Accounting Equation?</li> </ol>	<p>RTM Core Accounting Skills:</p> <ul style="list-style-type: none"> <li>• Basic Math skills</li> <li>• Interpretation of charts and graphs</li> <li>• Analysis and recording of business transactions</li> <li>• Analysis and interpretation based on synthesis of facts</li> <li>• Note taking and organizational skills</li> <li>• Reading comprehension</li> <li>• Research skills</li> <li>• Written and oral expression of facts and concepts</li> </ul> <p>Students will be able to:</p>	<ul style="list-style-type: none"> <li>• Temporary Capital Accounts</li> <li>• Permanent Accounts</li> <li>• Revenue Recognition</li> <li>• Accounting Cycle</li> <li>• Source Document</li> <li>• Invoice</li> <li>• Receipt</li> <li>• Memorandum</li> <li>• Check Stub</li> <li>• Journal</li> <li>• Journalizing</li> <li>• Calendar Year</li> <li>• Fiscal Year</li> <li>• General Journal</li> </ul>	<p>Textbook: <u>Glencoe Accounting Real-World Applications and Connections</u>. Copyright 2000 Chapters 5 and 6</p> <p><u>Wall Street Journal</u>, Classroom Edition (monthly publication)</p> <p>PowerPoint Presentations</p> <p>Excel and WORD Software files</p> <p>Video clips and biographies</p>	<ul style="list-style-type: none"> <li>• Independent problem solving</li> <li>• Research/Circulate and monitor</li> <li>• Computer lab assignments/LCD projector instruction, Circulate and monitor</li> <li>• Summary, Reflect, Predict</li> <li>• KWL Charts</li> <li>• Think/pair/share, triads, jigsaw, formal cooperative groups. (DOL 2-3)</li> <li>• Higher level thinking and questioning</li> <li>• Application, problem solving, decision making, experimental inquiry, synthesis/invention, analysis, abstracting, evaluation. (DOL 3-4)</li> </ul>

<p><b>PA Standards for Business, Computers and Information Technology ACCOUNTING</b></p> <p><b>15.1.12.C:</b> Analyze business transactions using T-accounts to determine their impact on a business.</p> <p><b>15.1.12.D:</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> <p><b>15.1.12.E:</b> Perform accounting functions using technology as a tool.</p> <p><b>15.1.12.F:</b> Analyze and journalize transactions for short- and long-term assets.</p> <p><b>15.1.12.G:</b> Analyze and journalize transactions involving short- and long-term liabilities.</p>	<ul style="list-style-type: none"> <li>• Explain the difference between permanent and temporary capital accounts.</li> <li>• List and apply the rules of debit and credit for revenue, expense, and withdrawal accounts.</li> <li>• Use the six-step method to analyze these accounts.</li> <li>• Test a series of transactions for equality of debits and credits</li> <li>• Create accurate general journal entries</li> <li>• Correct errors in general journal entries</li> </ul>			
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Accounting I (Level 2)

**Unit 2: Introduction to Accounting – Part 2**

**Suggested Duration: about 30 days**

Standards, Big Ideas, and Essential Questions	Competencies and Accounting Core Skills	Vocabulary/Content	Instructional Materials	Suggested Activities
<p><b>Big Idea:</b> Business transactions occur in all aspects of our lives everyday.</p> <p><b>Essential Questions:</b></p> <ol style="list-style-type: none"> <li>1. How are account balances identified?</li> <li>2. What is meant by posting?</li> <li>3. How does a business keep its account records up to date?</li> <li>4. What is a post closing trial balance?</li> <li>5. How does a worksheet assist in</li> </ol>	<p>RTM Core Accounting Skills:</p> <ul style="list-style-type: none"> <li>• Basic Math skills</li> <li>• Interpretation of charts and graphs</li> <li>• Analysis and recording of business transactions</li> <li>• Analysis and interpretation based on synthesis of facts</li> <li>• Note taking and organizational skills</li> <li>• Reading comprehension</li> <li>• Research skills</li> <li>• Written and oral expression of facts and concepts</li> </ul> <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the steps in the posting process</li> <li>• Accurately post business transactions from a general journal to the accounts in the ledger</li> </ul>	<ul style="list-style-type: none"> <li>• General Ledger</li> <li>• Ledger Account Form</li> <li>• Proving the Ledger</li> <li>• Trial Balance</li> <li>• Transposition Error</li> <li>• Slide Error</li> <li>• Correcting Entry</li> <li>• Work Sheet</li> <li>• Ruling</li> <li>• Matching Principle</li> <li>• Net Income</li> <li>• Net Loss</li> </ul>	<p>Textbook: <u>Glencoe Accounting Real-World Applications and Connections</u>. Copyright 2000 Chapters 7 and 8</p> <p><u>Wall Street Journal</u>, Classroom Edition (monthly publication)</p> <p>PowerPoint Presentations</p> <p>Excel and WORD Software files</p>	<ul style="list-style-type: none"> <li>• Independent problem solving</li> <li>• Research/Circulate and monitor</li> <li>• Computer lab assignments/LCD projector instruction, Circulate and monitor</li> <li>• Summary, Reflect, Predict</li> <li>• KWL Charts</li> <li>• Think/pair/share, triads, jigsaw, formal cooperative groups. (DOL 2-3)</li> <li>• Higher level thinking and questioning</li> <li>• Application, problem solving, decision making, experimental inquiry, synthesis/invention, analysis, abstracting, evaluation. (DOL 3-4)</li> </ul>

<p>creating financial statements?</p> <p><b>PA Standards for Business, Computers and Information Technology</b></p> <p><b><u>ACCOUNTING</u></b></p> <p><b>15.1.12.C:</b> Analyze business transactions using T-accounts to determine their impact on a business.</p> <p><b>15.1.12.D:</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> <p><b>15.1.12.E:</b> Perform accounting functions using technology as a tool.</p> <p><b>15.1.12.F:</b> Analyze and journalize transactions for short- and long-term assets.</p> <p><b>15.1.12.G:</b> Analyze and journalize transactions involving short- and long-term liabilities.</p>	<ul style="list-style-type: none"> <li>• Prepare a trial balance</li> <li>• Locate and correct trial balance errors</li> <li>• Create a complete six-column worksheet</li> <li>• Understand ethical, legal, and moral considerations evidenced by current scandals in the business world</li> </ul>		<p>Video clips and biographies</p>	
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Accounting I (Level 2)

**Unit 2: Introduction to Accounting – Part 3**

**Suggested Duration: about 30 days**

Standards, Big Ideas, and Essential Questions	Competencies and Accounting Core Skills	Vocabulary/Content	Instructional Materials	Suggested Activities
<p><b>Big Idea:</b> Financial statements provide the essential financial information necessary for sound management decisions.</p> <p><b>Essential Questions:</b></p> <ol style="list-style-type: none"> <li>Who are the four main users of financial statements?</li> <li>Why are financial statements important for business decisions?</li> <li>How does ratio analysis facilitate business decisions?</li> </ol> <p><b>PA Standards for Business, Computers and Information Technology</b></p>	<p>RTM Core Accounting Skills:</p> <ul style="list-style-type: none"> <li>Basic Math skills</li> <li>Interpretation of charts and graphs</li> <li>Analysis and recording of business transactions</li> <li>Analysis and interpretation based on synthesis of facts</li> <li>Note taking and organizational skills</li> <li>Reading comprehension</li> <li>Research skills</li> <li>Written and oral expression of facts and concepts</li> </ul> <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>Explain the purpose of the income statement.</li> <li>Prepare an income statement</li> <li>Explain the purpose of a statement of changes in</li> </ul>	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Income Statement</li> <li>Statement of Changes in Owner’s Equity</li> <li>Balance Sheet</li> <li>Report Form</li> <li>Ratio Analysis</li> <li>Profitability Ratio</li> <li>Return on Sales</li> <li>Liquidity Ratio</li> <li>Current Ratio</li> <li>Current Assets</li> <li>Current Liabilities</li> <li>Quick Ratio</li> <li>Closing entries</li> <li>Income Summary account</li> <li>Post-Closing Trial Balance</li> </ul>	<p>Textbook: <u>Glencoe Accounting Real-World Applications and Connections</u>. Copyright 2000 Chapters 9 and 10</p> <p><u>Wall Street Journal</u>, Classroom Edition (monthly publication)</p> <p>PowerPoint Presentations</p> <p>Excel and WORD Software files</p> <p>Video clips and biographies</p>	<ul style="list-style-type: none"> <li>Independent problem solving</li> <li>Research/Circulate and monitor</li> <li>Computer lab assignments/overhead projector instruction, Circulate and monitor</li> <li>Summary, Reflect, Predict</li> <li>KWL Charts (Know, What, Learn)</li> <li>Think/pair/share, triads, jigsaw, formal cooperative groups. (DOL 2-3)</li> <li>Higher-level thinking and questioning</li> <li>Application, problem solving, decision making, experimental inquiry, synthesis/invention, analysis, abstracting, evaluation. (DOL 3-4)</li> </ul>

<p><b>ACCOUNTING</b></p> <p><b>15.1.12.C:</b> Analyze business transactions using T-accounts to determine their impact on a business.</p> <p><b>15.1.12.D:</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> <p><b>15.1.12.E:</b> Perform accounting functions using technology as a tool.</p> <p><b>15.1.12.F:</b> Analyze and journalize transactions for short- and long-term assets.</p> <p><b>15.1.12.G:</b> Analyze and journalize transactions involving short- and long-term liabilities.</p>	<p>owner's equity.</p> <ul style="list-style-type: none"> <li>• Prepare a statement of changes in owner's equity.</li> <li>• Explain the purpose of the balance sheet.</li> <li>• Explain and compute the return on sales percentage.</li> <li>• Calculate liquidity ratios and explain their function.</li> <li>• Prepare a balance sheet.</li> <li>• Explain why temporary capital accounts are closed at the end of the fiscal year.</li> <li>• Explain the purpose of the income summary account.</li> <li>• Analyze and journalize closing entries.</li> <li>• Post the closing entries to the general ledger.</li> <li>• Prepare a post closing trial balance.</li> </ul>			
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Accounting I (Level 2)

**Unit 2: Introduction to Accounting – Part 4**

**Suggested Duration: about 30 days**

Standards, Big Ideas, and Essential Questions	Competencies and Accounting Core Skills	Vocabulary/Content	Instructional Materials	Suggested Activities
<p><b>Big Idea:</b> Cash is a valuable asset which must be protected and processed properly.</p> <p><b>Essential Questions:</b></p> <ol style="list-style-type: none"> <li>1. What procedures are in place to help a business protect cash?</li> <li>2. How does reconciling the bank statement prevent potential checking account irregularities?</li> </ol> <p><b>PA Standards for Business, Computers and Information Technology ACCOUNTING</b>  <b>15.1.12.C:</b> Analyze business transactions</p>	<p>RTM Core Accounting Skills:</p> <ul style="list-style-type: none"> <li>• Basic Math skills</li> <li>• Interpretation of charts and graphs</li> <li>• Analysis and business transactions</li> <li>• Analysis and interpretation based on synthesis of facts</li> <li>• Note taking and organizational skills</li> <li>• Reading comprehension</li> <li>• Research skills</li> <li>• Written and oral expression of facts and concepts</li> </ul> <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Complete forms used to open a checking account</li> <li>• Record information on check stubs</li> <li>• Prepare a check correctly</li> <li>• Reconcile a check book</li> </ul>	<ul style="list-style-type: none"> <li>• Internal controls</li> <li>• External controls</li> <li>• Checking account</li> <li>• Check</li> <li>• Depositor</li> <li>• Signature card</li> <li>• Deposit slip</li> <li>• Endorsement</li> <li>• Restrictive endorsement</li> <li>• Payee</li> <li>• Drawer</li> <li>• Drawee</li> <li>• Voiding a check</li> <li>• Bank Statement</li> <li>• Canceled Checks</li> <li>• Reconciling the Bank Statement</li> <li>• Outstanding Checks</li> <li>• Outstanding Deposits</li> <li>• Bank Service Charge</li> <li>• Stop Payment Order</li> </ul>	<p>Textbook: Glencoe <u>Accounting Real-World Applications and Connections</u>. Copyright 2000 Chapter 11</p> <p><u>Wall Street Journal</u>, Classroom Edition (monthly publication)</p> <p>PowerPoint Presentations</p> <p>Excel and WORD Software files</p> <p>Video clips</p>	<ul style="list-style-type: none"> <li>• Independent problem solving</li> <li>• Research/Circulate and monitor</li> <li>• Computer lab assignments/LCD projector instruction, Circulate and monitor</li> <li>• Summary, Reflect, Predict</li> <li>• KWL Charts</li> <li>• Think/pair/share, triads, jigsaw, formal cooperative groups. (DOL 2-3)</li> <li>• Higher-level thinking and questioning</li> <li>• Application, problem solving, decision making, experimental inquiry, synthesis/invention, analysis, abstracting, evaluation. (DOL 3-4)</li> </ul>

<p>using T-accounts to determine their impact on a business.</p> <p><b>15.1.12.D:</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> <p><b>15.1.12.E:</b> Perform accounting functions using technology as a tool.</p> <p><b>15.1.12.F:</b> Analyze and journalize transactions for short- and long-term assets.</p> <p><b>15.1.12.G:</b> Analyze and journalize transactions involving short- and long-term liabilities.</p>	<ul style="list-style-type: none"> <li>• Journalize and post entries relating to bank service charges</li> <li>• Record an NSF check</li> <li>• Explain the accounting procedure for stopping payment on a check</li> </ul>	<ul style="list-style-type: none"> <li>• NSF Check</li> <li>• Electronic Funds Transfer</li> </ul>		
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Accounting I (Level 2)

**Unit 3: Introduction to Accounting – Part 1**

**Suggested Duration: about 30 days**

Standards, Big Ideas, and Essential Questions	Competencies and Accounting Core Skills	Vocabulary/Content	Instructional Materials	Suggested Activities
<p><b>Big Idea:</b> Payroll is the largest expense for many businesses. It is essential that the payroll system accurately determine the gross pay for each employee.</p> <p><b>Essential Questions:</b></p> <ol style="list-style-type: none"> <li>1. Why is it beneficial for some companies to hire temporary employees rather than full-time staff?</li> <li>2. Which deductions from paychecks are mandatory and which are voluntary?</li> </ol>	<p>RTM Core Accounting Skills:</p> <ul style="list-style-type: none"> <li>• Basic Math skills</li> <li>• Interpretation of charts and graphs</li> <li>• Analysis and recording of business transactions</li> <li>• Analysis and interpretation based on synthesis of facts</li> <li>• Note taking and organizational skills</li> <li>• Reading comprehension</li> <li>• Research skills</li> <li>• Written and oral</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll</li> <li>• Pay Period</li> <li>• Payroll Clerk</li> <li>• Gross Earnings</li> <li>• Salary</li> <li>• Wage</li> <li>• Time Card</li> <li>• Electronic Badge Readers</li> <li>• Commission</li> <li>• Overtime Rate</li> <li>• Deduction</li> <li>• Allowance</li> <li>• 401(k) Plan</li> <li>• Payroll Register</li> <li>• Net Pay</li> <li>• Direct Deposit</li> <li>• Employee’s Earnings Record</li> <li>• Accumulated Earnings</li> </ul>	<p>Textbook: <u>Glencoe Accounting Real-World Applications and Connections</u>. Copyright 2000 Chapters 12 and 13</p> <p><u>Wall Street Journal</u>, Classroom Edition (monthly publication)</p> <p>PowerPoint Presentations</p> <p>Excel and WORD Software files</p>	<ul style="list-style-type: none"> <li>• Independent problem solving</li> <li>• Research/Circulate and monitor</li> <li>• Computer lab assignments/LCD projector instruction, Circulate and monitor</li> <li>• Summary, Reflect, Predict</li> <li>• KWL Charts</li> <li>• Think/pair/share, triads, jigsaw, formal cooperative groups. (DOL 2-3)</li> <li>• Higher level thinking and questioning</li> <li>• Application, problem solving, decision making, experimental inquiry,</li> </ul>

<p><b>PA Standards for Business, Computers and Information Technology</b></p> <p><b>ACCOUNTING</b></p> <p><b>15.1.12.C:</b> Analyze business transactions using T-accounts to determine their impact on a business.</p> <p><b>15.1.12.D:</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> <p><b>15.1.12.E:</b> Perform accounting functions using technology as a tool.</p> <p><b>15.1.12.F:</b> Analyze and journalize transactions for short- and long-term assets.</p> <p><b>15.1.12.G:</b> Analyze and journalize transactions involving short- and long-term liabilities.</p>	<p>expression of facts and concepts</p> <p>Students will be able to:</p> <ul style="list-style-type: none"> <li>• Explain the importance of accurate payroll records</li> <li>• Calculate gross earnings using different methods</li> <li>• Explain and calculate different types of deductions from gross earnings</li> <li>• Prepare a payroll register</li> <li>• Prepare an employee's earnings record</li> <li>• Understand ethical - legal and moral considerations relating to payroll issues.</li> <li>• Record payroll information in the</li> </ul>	<ul style="list-style-type: none"> <li>• Salaries Expense</li> <li>• Federal Unemployment Tax Act (FUTA)</li> <li>• State Unemployment Tax Act (SUTA)</li> <li>• Unemployment Taxes</li> <li>• Payroll Tax Expense</li> <li>• Federal Tax Deposit Coupon</li> <li>• Electronic Federal Tax Payment System</li> <li>• Form 940</li> <li>• Form 941</li> <li>• Form W-2</li> <li>• Form W-3</li> </ul>		<p>synthesis/invention, analysis, abstracting, evaluation. (DOL 3-4)</p> <ul style="list-style-type: none"> <li>• Video clips and biographies</li> </ul>
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	<p>general journal</p> <ul style="list-style-type: none"><li>• Describe and calculate employer's payroll taxes</li><li>• Record the payment of taxes in the general journal</li><li>• Record the payment of taxes in the general journal</li></ul>			
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Accounting I (Level 2)

**Unit 4: Introduction to Accounting – Part 2**

**Suggested Duration: about 30 days**

Standards, Big Ideas, and Essential Questions	Competencies and Accounting Core Skills	Vocabulary/Content	Instructional Materials	Suggested Activities
<p><b>Big Idea:</b> As consumers, we buy goods from merchandising businesses daily. These transactions need to be understood in order to maintain accounting records for a merchandising business.</p> <p><b>Essential Questions:</b></p> <ol style="list-style-type: none"> <li>1. What information from the sale of merchandise should be recorded in the accounting records?</li> <li>2. Which documents are necessary in the purchasing process?</li> </ol> <p><b>PA Standards for Business, Computers and Information Technology ACCOUNTING</b></p>	<p>RTM Core Accounting Skills:</p> <ul style="list-style-type: none"> <li>• Basic Math skills</li> <li>• Interpretation of charts and graphs</li> <li>• Analysis and recording of business transactions</li> <li>• Analysis and interpretation based on synthesis of facts</li> <li>• Note taking and organizational skills</li> <li>• Reading comprehension</li> <li>• Research skills</li> <li>• Written and oral expression of facts and concepts</li> </ul> <p>Students will be able to:</p>	<ul style="list-style-type: none"> <li>• Retailer</li> <li>• Wholesaler</li> <li>• Merchandise</li> <li>• Inventory</li> <li>• Sales</li> <li>• Sale on Account</li> <li>• Charge Customer</li> <li>• Credit Card Sales Slip</li> <li>• Sales Tax</li> <li>• Credit Terms</li> <li>• Accounts Receivable-Subsidiary Ledger</li> <li>• Controlling Account</li> <li>• Sales Return</li> <li>• Sales Allowance</li> <li>• Credit Memorandum</li> <li>• Contra Account</li> <li>• Cash Receipt</li> <li>• Cash Sale</li> <li>• Bankcard</li> <li>• Cash Discount</li> <li>• Sales Discount</li> <li>• Purchase Requisition</li> <li>• Purchase Order</li> </ul>	<p>Textbook: <u>Glencoe Accounting Real-World Applications and Connections</u>. Copyright 2000 Chapters 14 and 15</p> <p><u>Wall Street Journal</u>, Classroom Edition (monthly publication)</p> <p>PowerPoint Presentations</p> <p>Excel and WORD Software files</p>	<ul style="list-style-type: none"> <li>• Independent problem solving</li> <li>• Research/Circulate and monitor</li> <li>• Computer lab assignments/LCD projector instruction, Circulate and monitor</li> <li>• Summary, Reflect, Predict</li> <li>• KWL Charts</li> <li>• Think/pair/share, triads, jigsaw, formal cooperative groups. (DOL 2-3)</li> <li>• Higher-level thinking and questioning</li> <li>• Application, problem solving, decision making, experimental inquiry, synthesis/invention, analysis, abstracting, evaluation. (DOL 3-4)</li> </ul>

<p><b>15.1.12.C:</b> Analyze business transactions using T-accounts to determine their impact on a business.</p> <p><b>15.1.12.D:</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> <p><b>15.1.12.E:</b> Perform accounting functions using technology as a tool.</p> <p><b>15.1.12.F:</b> Analyze and journalize transactions for short- and long-term assets.</p> <p><b>15.1.12.G:</b> Analyze and journalize transactions involving short- and long-term liabilities.</p>	<ul style="list-style-type: none"> <li>• Explain the difference between a service business and a merchandising business.</li> <li>• Analyze transactions occurring in retail and wholesale businesses.</li> <li>• Record a variety of sales and cash receipt transactions in a general journal.</li> <li>• Identify the procedures for processing a purchase on account.</li> <li>• Describe the accounts used in the purchasing process.</li> <li>• Record a variety of purchases and cash payment transactions.</li> <li>• Post to the accounts payable subsidiary ledger.</li> <li>• Create spreadsheets in Excel utilizing</li> </ul>	<ul style="list-style-type: none"> <li>• Packing Slip</li> <li>• Processing Stamp</li> <li>• Purchases Discount</li> <li>• Discount Period</li> <li>• Purchases Account</li> <li>• Cost Of Merchandise</li> <li>• Accounts Payable-Subsidiary Ledger</li> <li>• Ticker File</li> <li>• Due Dates</li> <li>• Purchases Returns</li> <li>• Purchases Allowances</li> <li>• Debit Memorandum</li> </ul>		<ul style="list-style-type: none"> <li>• Video clips and biographies</li> </ul>
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	<p>absolute cell referencing</p> <ul style="list-style-type: none"><li>• Navigate around and understand MicroSoft Excel software</li><li>• Understand ethical, legal, and moral considerations in retail and wholesale type businesses.</li></ul>			
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