

**HOPATCONG BOROUGH SCHOOLS
ACCOUNTING CP
GRADES 10-11-12
SEPTEMBER 2006**

TITLE OF COURSE
ACCOUNTING CP
2006

COURSE DESCRIPTION: (The course description sets the parameters, scope and sequence for the course:

Accounting is universally recognized as the “language” of business. All financial organizations – whether large or small, profit or nonprofit, public or private – are required by law to follow generally accepted accounting principles/practices (GAAP). This course will introduce students to current accounting terminology, principles, practices and career opportunities. Students will have the opportunity to experience the transition from traditional accounting techniques to current computer applications. Using popular accounting and spreadsheet software, students will progress through a sequence of practical application-based lessons. The course will emphasize computerized general ledger, accounts receivable, accounts payable, payroll, inventory, financial statements and analysis applications. Students will also have the opportunity to create original spreadsheet templates designed to meet the requirements of practical accounting situations.

CORE CURRICULUM CONTENT STANDARDS: (Quoted from state document)

Standards and Strands

There are two technological literacy standards, each of which has a number of lettered strands.

The standards and strands include:

8.1 Computer and Information Literacy

A. Basic Computer Tools and Skills

- Keyboarding
- Word processing
- Internet usage
- Spreadsheets
- Database concepts and usage
- Publications and presentations

B. Application of Productivity Tools

- Social Aspects
- Information Access and Research
- Problem Solving

8.2 Technology Education

- A. Nature and Impact of Technology
- B. Design Process and Impact Assessment

C. Systems in the Designed World

CUMULATIVE PROGRESS INDICATORS: (Quoted from state document)

By the end of Grade 4, students will:

A. Basic Computer Skills and Tools

1. Use basic technology vocabulary.
2. Use basic features of an operating system (e.g., accessing programs, identifying and selecting a printer, finding help).
3. Input and access text and data, using appropriate keyboarding techniques or other input devices.
4. Produce a simple finished document using word processing software.
5. Produce and interpret a simple graph or chart by entering and editing data on a prepared spreadsheet template.
6. Create and present a multimedia presentation using appropriate software.
7. Create and maintain files and folders.
8. Use a graphic organizer.
9. Use basic computer icons.

B. Application of Productivity Tools

Social Aspects

1. Discuss the common uses of computer applications and identify their advantages and disadvantages.
2. Recognize and practice responsible social and ethical behaviors when using technology, and understand the consequences of inappropriate use including:
 - Internet access
 - Copyrighted materials
 - On-line library resources
 - Personal security and safety issues
3. Practice appropriate Internet etiquette.
4. Recognize the ethical and legal implications of plagiarism of copyrighted materials.

Information Access and Research

5. Recognize the need for accessing and using information.
6. Identify and use web browsers, search engines, and directories to obtain information to solve real world problems.
7. Locate specific information by searching a database.
8. Recognize accuracy and/or bias of information.

Problem Solving and Decision Making

9. Solve problems individually and/or collaboratively using computer applications.
10. Identify basic hardware problems and solve simple problems.

Building upon knowledge and skills gained in preceding grades, by the end of Grade 8, students will:

A. Basic Computer Skills and Tools

1. Use appropriate technology vocabulary.
2. Use common features of an operating system (e.g., creating and organizing files and folders).
3. Demonstrate effective input of text and data, using touch keyboarding with proper technique.
4. Input and access data and text efficiently and accurately through proficient use of other input devices, such as a mouse.
5. Create documents with advanced text-formatting and graphics using word processing.
6. Create a file containing customized information by merging documents.
7. Construct a simple spreadsheet, enter data, and interpret the information.
8. Design and produce a basic multimedia project.
9. Plan and create a simple database, define fields, input data, and produce a report using sort and query.
10. Use network resources for storing and retrieving data.
11. Choose appropriate electronic graphic organizers to create, construct, or design a document.
12. Create, organize and manipulate shortcuts.

B. Application of Productivity Tools

Social Aspects

1. Demonstrate an understanding of how changes in technology impact the workplace and society.
2. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.
3. Explain the purpose of an Acceptable Use Policy and the consequences of inappropriate use of technology.
4. Describe and practice safe Internet usage.
5. Describe and practice “etiquette” when using the Internet and electronic mail.

Information Access and Research

6. Choose appropriate tools and information resources to support research and solve real world problems, including but not limited to:
 - On-line resources and databases
 - Search engines and subject directories
7. Evaluate the accuracy, relevance, and appropriateness of print and non-print electronic

information sources.

Problem Solving and Decision Making

8. Use computer applications to modify information independently and/or collaboratively to solve problems.
9. Identify basic hardware problems and demonstrate the ability to solve common problems.
10. Determine when technology tools are appropriate to solve a problem and make a decision.

Building upon knowledge and skills gained in preceding grades, by the end of Grade 12, students will:

A. Basic Computer Skills and Tools

1. Create a multi-page document with citations using word processing software in conjunction with other tools that demonstrates the ability to format, edit, and print. Create documents including a resume and a business letter using professional format.
3. Construct a spreadsheet, enter data, use mathematical or logical functions to manipulate and process data, generate charts and graphs, and interpret the results.
4. Given a database, define fields, input data from multiple records, produce a report using sort and query, and interpret the data.
5. Produce a multimedia project using text, graphics, moving images, and sound.
6. Produce and edit page layouts in different formats using desktop publishing and graphics software.
7. Develop a document or file for inclusion into a website or web page.
8. Discuss and/or demonstrate the capability of emerging technologies and software in the creation of documents or files.
9. Merge information from one document to another.

B. Application of Productivity Tools

Social Aspects

1. Describe the potential and implications of contemporary and emerging computer applications for personal, social, lifelong learning, and workplace needs.
2. Exhibit legal and ethical behaviors when using information and technology, and discuss consequences of misuse.
3. Make informed choices among technology systems, resources, and services in a variety of contexts.
4. Use appropriate language when communicating with diverse audiences using computer and information literacy.

Information Access and Research

5. Select and use specialized databases for advanced research to solve real world problems.
6. Identify new technologies and other organizational tools to use in personal, home, and/or work environments for information retrieval, entry, and presentation.
7. Evaluate information sources for accuracy, relevance, and appropriateness.
8. Compose, send, and organize e-mail messages with and without attachments.

Problem-Solving and Decision Making

9. Create and manipulate information, independently and/or collaboratively, to solve problems and design and develop products.
10. Identify, diagnose, and suggest solutions for non-functioning technology systems.
11. Identify a problem in a content area and formulate a strategy to solve the problem using brainstorming, flowcharting, and appropriate resources.
12. Integrate new information into an existing knowledge base and communicate the results in a project or presentation.

SUGGESTED ACTIVITIES THAT ADDRESS THESE STANDARDS MAY INCLUDE BUT ARE NOT LIMITED TO: (Arrange by standard)

CYCLE 1 - ACCOUNTING FOR A SERVICE BUSINESS ORGANIZED AS A PROPRIETORSHIP

STARTING A PROPRIETORSHIP

ACCOUNTING IN YOUR CAREER - DISCUSSION

1. The Accounting Equation
2. How Business Activities Change the Accounting Equation
3. Reporting Financial information on a Balance Sheet

Professional Business Ethics

Cultural Diversity

Automated Accounting-Using the computer simulation/software

CHANGING THE AFFECT OWNER'S EQUITY

1. How Transactions Changes Owner's Equity in an Accounting Equation
2. Reporting a Changed Accounting Equation on a Balance Sheet

Cultural Diversity

Automated Accounting- Using the computer simulation/software

ANALYZING TRANSACTIONS INTO DEBIT AND CREDIT PARTS

1. Using T Accounts
2. Analyzing How Transactions Affect Accounts
3. Analyzing How Transactions Affect Owner's Equity Accounts

Technology For Business

Cultural Diversity

Automated Accounting-Using the computer simulation/software

JOURNALIZING TRANSACTIONS

1. Journals, Source Documents, and Recording Entries in a Journal
2. Journalizing Buying Insurance, Buying on Account, and Paying on Account
3. Journalizing Transactions That Affect Owner's Equity and Receiving Cash on Account
4. Proving and Ruling a Journal

Accounting At Work

Legal Issues In Accounting

Global Perspective

Small Business Spotlight - Using the computer simulation/software

POSTING TO A GENERAL LEDGER

1. Preparing a Chart of Accounts
2. Posting Separate Amounts from a Journal to a General Ledger
3. Posting Column Totals from a Journal to a General Ledger
4. Completed Accounting Forms and Making Correcting Entries

Professional Business Ethics

Cultural Diversity

Automated Accounting - Using the computer simulation/software

CASH CONTROL SYSTEMS

4. Checking Accounts
5. Bank Reconciliation
6. Dishonored Checks and Electronic Banking
7. Petty Cash

Small Business Spotlight

Technology For Business - Using the computer simulation/software

WORK SHEET FOR A SERVICE BUSINESS

1. Creating a Work Sheet
2. Planning Adjusting Entries on a Work Sheet
3. Extending Financial Statement Information on a Work Sheet
4. Finding and Correcting Errors on the Work Sheet

Global Perspective

Accounting At Work- Using the computer simulation/software

FINANCIAL STATEMENTS FOR A PROPRIETORSHIP

1. Preparing an Income Statement
2. Balance Sheet Information on a Work Sheet

Cultural Diversity

Automated Accounting - Using the computer simulation/software

WORK SHEET FOR A SERVICE BUSINESS

1. Creating a Work Sheet
2. Planning Adjusting Entries on a Work Sheet
3. Extending Financial Statement Information on a Work Sheet

4. Finding and Correcting Errors on the Work Sheet
Automated Accounting - Using the computer simulation/software

FINANCIAL STATEMENTS FOR A PROPRIETORSHIP

1. Preparing an Income Statement
2. Balance Sheet Information on a Work Sheet

Automated Accounting - Using the computer simulation/software

RECORDING ADJUSTING AND CLOSING ENTRIES FOR A SERVICE BUSINESS

1. Recording Adjusting Entries
2. Recording Closing Entries
3. Preparing a Post-Closing Trial Balance

Automated Accounting - Using the computer simulation/software

CYCLE 2 – ACCOUNTING FOR A MERCHANDISING BUSINESS ORGANIZED AS A PARTNERSHIP

JOURNALIZING PURCHASES AND CASH PAYMENTS

1. Journalizing Purchases of Merchandise for Cash
2. Journalizing
Purchases of Merchandise on Account and Buying Supplies
3. Journalizing Cash Payments and Other Transactions

Automated Accounting - Using the computer simulation/software

JOURNALIZING SALES AND CASH RECEIPTS

1. Journalizing Sales and Cash Receipts For Sales
2. Providing and Ruling an Expanded Journal

Automated Accounting - Using the computer simulation/software

POSTING TO GENERAL AND SUBSIDIARY LEDGERS

1. Posting to a General Ledger
2. Posting to an Accounts Payable Ledger
3. Posting to an Accounts Receivable Ledger
4. Accuracy of Accounting Records

Automated Accounting - Using the computer simulation/software

PREPARING PAYROLL RECORDS

1. Preparing Payroll Time Cards
2. Determining Payroll Tax Withholding
3. Preparing Payroll Records
4. Preparing Payroll Checks

Automated Accounting - Using the computer simulation/software

PAYROLL ACCOUNTING, TAXES, AND REPORTS

1. Recording a Payroll

2. Recording Employer Payroll Taxes
3. Reporting Withholding and Payroll Taxes
4. Paying Withholding and Payroll Taxes

Automated Accounting - Using the computer simulation/software

WORK SHEET FOR A MERCHANDISING BUSINESS

1. Beginning an 8-Column Work Sheet for a Merchandising Business
2. Analyzing and Recording Work Sheet Adjustments
3. Completing Work Sheets

Automated Accounting - Using the computer simulation/software

FINANCIAL STATEMENTS FOR A PARTNERSHIP

1. Income Statement
2. Component Percentages
3. Distribution of Net Income and Owner's Equity Statement
4. Balance Sheet

Automated Accounting - Using the computer simulation/software

RECORDING ADJUSTING AND CLOSING ENTRIES FOR A PARTNERSHIP

1. Recording Adjusting Entries
2. Recording Closing Entries for "Income Statement Accounts"
3. Recording Additional Closing Entries
4. Preparing a Post-Closing Trial Balance

Automated Accounting - Using the computer simulation/software

CYCLE 3 – ACCOUNTING FOR A MERCHANDISING BUSINESS ORGANIZED AS A CORPORATION

RECORDING PURCHASES AND CASH PAYMENTS USING SPECIAL JOURNALS

1. Recording Purchases on Account
2. Recording Expenses and Purchases Using a Cash Payment Journal
3. Journalizing Petty Cash and Posting Using a Cash Payments Journal
4. Recording Transactions Using a General Journal

Automated Accounting - Using the computer simulation/software

RECORDING SALES AND CASH RECEIPTS USING SPECIAL JOURNALS

1. Recording Sales on Account Using a Sales Journal
2. Recording Cash Receipts Using a Cash Receipts Journal
3. Recording Transactions Using a General Journal
4. Recording International Sales

Automated Accounting - Using the computer simulation/software

ACCOUNTING FOR UNCOLLECTIBLE ACCOUNTS RECEIVABLE

1. Estimating and Recording Uncollectible Accounts Expense
2. Writing Off and Collecting Uncollectible Accounts Receivable

Automated Accounting - Using the computer simulation/software

ACCOUNTING FOR PLANT ASSETS AND DEPRECIATION

1. Buying the Plant Assets and Paying Property Tax
2. Calculating Depreciation Expense
3. Disposing of Plant Assets
4. Declining-Balance Method of Depreciation

Automated Accounting - Using the computer simulation/software

ACCOUNTING FOR INVENTORY

1. Determining the Quantity of Merchandise Inventory
2. Determining the cost of Merchandise Inventory
3. Estimating Inventory

Automated Accounting - Using the computer simulation/software

ACCOUNTING FOR NOTES AND INTEREST

1. Promissory Notes
2. Notes Payable
3. Notes Receivable

Automated Accounting - Using the computer simulation/software

ACCOUNTING FOR ACCRUED REVENUE AND EXPENSES

1. Accrued Revenue
2. Accrued Expenses

Automated Accounting - Using the computer simulation/software

DISTRIBUTION OF DIVIDENDS AND PREPARING A WORK SHEET

1. Distributing Corporate Dividends to stockholders
2. Preparing a Work Sheet for a Corporation
3. Calculating Federal Income Tax and Completing a Work Sheet

Automated Accounting - Using the computer simulation/software

FINANCIAL STATEMENTS AND END-OF-FISCAL-PERIOD ENTRIES FOR A CORPORATION

1. Preparing an Income Statement
2. Preparing a Statement of Stockholders Equity
3. Preparing a Balance sheet
4. Adjusting, Closing, and Reversing Entries for a Corporation

Automated Accounting - Using the computer simulation/software

CORPORATIONS

1. Making cash payments
2. Declaring a Dividend
3. Paying a Dividend
4. Recording Corporate Income Tax
5. Income statements by the month

Automated Accounting - Using the computer simulation/software

ACCOUNTING SYSTEM SETUP

1. New
2. Company Information
3. Classify Accounts
4. Required Accounts
5. Account Subtotals
6. Journal Wizard
7. Tax Tables
8. System Setup Data

Automated Accounting - Using the computer simulation/software

INSTRUCTIONAL STRATEGIES:

Century 21 Accounting provides complete coverage of three types of business proprietorship, partnership, and corporation. Each type of business is presented in a complete accounting cycle covering analyzing transactions, journalizing, posting, petty cash, financial statements, and adjusting and closing entries. Accounting concepts are introduced using a modern business with owners that students can relate to in each cycle. In Cycle 1, students study Encore Music. A business that provides music lessons. Cycle 2 feature Omni Import, a retail merchandising business that purchases and sells imported gift items. In Cycle 3, Winning Edge, Inc., sells sports equipment to school districts, colleges, and businesses and is organized as a corporation. Each accounting cycle opens with a two-page illustration connected to the business in the Cycle.

Professional business managers and accountant need to know how to use computers in order to be efficient in performing accounting tasks. This program will teach computerized accounting and accounting spreadsheet applications using a hands-on approach. Students will learn to enter realistic accounting transactions for a variety of business applications and general financial statements and spreadsheet and other management information reports.

The major feature of Automated Accounting 7.0 is its seamless integration within the Automated Accounting 7.0 software applications of general ledger, accounts payable, accounts receivable, bank reconciliation, plant assets, budgeting, payroll, inventory, and sales order process. For example, as payroll transactions are entered, the resulting journal entry is immediately placed into the general ledger. In addition, menu options are available to general periodic journal entries such as depreciation adjusting entries and employer's payroll taxes.

The program Automated Accounting 7.0 software makes use of a standard computer user interface (Windows) that utilizes drop-down menus, a toolbar, movable overlapping windows, mouse support, on-screen help, and other operational conventions.

EVALUATION/ASSESSMENT OF STUDENTS:

1. Terms Review
2. Audit Your Understanding
3. Work Together
4. On Your Own
5. Application Problems
6. Ongoing Assessment
7. Mastery Problem
8. Study Guide
9. Chapter Test World Class Test
10. Challenge Problems
11. Quizzes
12. Automated Accounting Working Papers
13. Tutorial Problems
14. Applying Your Technology Skills
15. Multicolumn Study Guide and Recycling Papers
16. Putting Green Golf Supply Automated Accounting Simulation

EVALUATION/ASSESSMENT OF CURRICULUM:

This course of study will be evaluated/assessed by instructional staff during the first year of implementation for the purpose of necessary revision at the end of the first year. In addition, this course of study will be reviewed according to the Five-Year Curriculum Review schedule (see attached).

RESOURCES/BIBLIOGRAPHY:

- Allen W. and Klooster D. (1999). Automated Accounting 7.0, South-Western Publishing, Cincinnati, Ohio.
- Librera William L., Ed.D. (2004). Core Curriculum Content Standards, Commissioner of Education, Trenton, NJ., <http://www.state.nj.us/njded/cccs/05ccwrstan2.html>.
- Ross K., Gilbertson C., Lehman M., and Hanson R. (2000). Century 21 Accounting, Seventh Edition-Text Book: South-Western Publishing, Cincinnati, Ohio.
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