

NESHAMINY SCHOOL DISTRICT
LANGHORNE, PENNSYLVANIA

Course Title

ACCOUNTING I

CURRICULUM MAP

Course/ Subject: *Accounting 1*

Grade: *9, 10, 11& 12*

Pennsylvania Achievement Standards

- 1) Complete and explain the purpose of the various steps in the accounting cycle.**
- 2) Apply generally accepted accounting principles to determine the value of assets, liabilities and owner's equity.**
- 3) Prepare, interpret and analyze financial statements using a manual accounting system for service and merchandising businesses.**

CURRICULUM MAP

Course/ Subject: *Accounting 1*
Month: *September*

Grade: *9, 10, 11& 12*

Essential Question: Why would all business activity (transactions) eventually change the value of a company's accounting equation?
 (assets = liabilities + owner's equity)?

Content	Skills	Assessment
<u>Chapter 1: Starting a Proprietorship: Changes That Affect the Accounting Equation</u> The Accounting Equation How Business Activities Change the Accounting Equation How Transactions Change Owner's Equity in an Accounting Equation	Define accounting terms related to starting a service business organized as a proprietorship. Identify accounting concepts and practices related to starting a service business organized as a proprietorship that affect the accounting equation. Analyze how transactions affect accounts in an accounting equation.	Classroom Guided Practice - Not Graded Daily homework related to each skill. - Graded - From Textbook Classwork - Visual monitoring of student performance - Graded
<u>Chapter 2: Analyzing Transactions into Debit and Credit Parts</u> Using T Accounts Analyzing How Transactions Affect Accounts	Define accounting terms related to analyzing transactions into debit and credit parts. Identify accounting practices related to analyzing transactions into debit and credit parts.	Periodic quizzes to demonstrate ability to solve problems. - Graded Chapter Assessment - Graded - From the Text Book Notebook - Graded per chapter - Based upon compliance with instructions given for maintenance - Vocabulary, Notes, Classwork, Homework, Special Projects
Standards: BCIT 15.1.12.C, 15.1.12.D,15.1.12.F,15.1.12.G		

CURRICULUM MAP

Course/ Subject: *Accounting 1*

Grade: *9, 10, 11& 12*

Month: *October*

Content	Skills	Assessment
Chapter 3: Journalizing Transactions Journals, Source Documents, and Recording Entries in a Journal	Define accounting terms related to journalizing transactions. Identify accounting concepts and practices related to journalizing transactions. Record transactions to set up a business in a five-column journal.	Classroom Guided Practice - Not Graded Daily homework related to each skill. - Graded - From Textbook
Journalizing Buying Insurance, Buying on Account, and Paying on Account	Record transactions to buy insurance for cash and supplies on account in a five-column journal.	Classwork - Visual monitoring of student performance - Graded
Journalizing Transactions that Affect Owner's Equity and Receiving Cash on Account	Record transactions that affect owner's equity and receiving cash on account in a five-column journal.	Periodic quizzes to demonstrate ability to solve problems. - Graded
Proving and Ruling a Journal		
PICPA Accounting Career Day at Temple	Prove and rule a five-column journal and prove cash. Information regarding certifications, professional and educational requirements, etc.	Chapter Assessment - Graded - From the Text Book
Chapter 4: Posting to a General Ledger	Define accounting terms related to posting from a journal to a general ledger.	Notebook - Graded per chapter - Based upon compliance with instructions given for maintenance - Vocabulary, Notes, Classwork, Homework, Special Projects
Preparing a Chart of Accounts	Identify accounting concepts and practices related to posting from a journal to a general ledger. Prepare a chart of accounts for a service business organized as a proprietorship.	
Posting Separate Amounts from a Journal to a General Ledger	Post separate amounts from a journal to a gen. ledger. Calculate new acct. balances.	
Standards: BCIT:15.1.12.A, 15.1.12.B, 15.1.12.D, 15.1.12.F, 15.1.12.G, 15.1.12.K, 15.1.12.L		

CURRICULUM MAP

Course/ Subject: *Accounting 1*

Grade: *9, 10, 11& 12*

Month: *November*

Essential question: Why is it important to reconcile the cash account and how can businesses implement greater control over cash systems?

Content	Skills	Assessment
<u>Chapter 4: Posting to a General Ledger</u> Posting Column Totals from a Journal to a General Ledger Completed Accounting Forms and Making Correcting Entries	Identify accounting concepts and practices related to posting from a journal to a general ledger. Post column totals from a journal to a general ledger. Calculate new account balances. Define accounting terms related to posting from a journal to a general ledger. Identify accounting concepts and practices related to posting from a journal to a general ledger. Analyze and journalize correcting entries.	Classroom Guided Practice - Not Graded Daily homework related to each skill. - Graded - From Textbook Classwork - Visual monitoring of student performance - Graded Periodic quizzes to demonstrate ability to solve problems. - Graded
<u>Chapter 5: Cash Control Systems</u> Checking Accounts Bank Reconciliation Dishonored Checks and Electronic Banking Petty Cash	Define accounting terms related to using a checking account. Identify accounting concepts and practices related to using a checking account. Prepare business papers related to using a checking account. Reconcile a bank statement to a check register. Journalize dishonored checks and electronic banking transactions. Define accounting terms related to using a petty cash fund. Establish and replenish a petty cash fund.	Chapter Assessment - Graded - From the Text Book Notebook - Graded per chapter - Based upon compliance with instructions given for maintenance - Vocabulary, Notes, Classwork, Homework, Special Projects
Standards: BCIT 15.1.12.D, 15.1.12.F, 15.1.12.G, 15.1.12.K, 15.1.12.L, 15.1.12.P		

CURRICULUM MAP

Course/ Subject: *Accounting 1*

Grade: *9, 10, 11& 12*

Month: *December*

Content	Skills	Assessment
<u>Reinforcement Activity 1 – Part A</u> <u>An Accounting Cycle for a Proprietorship:</u> <u>Journalizing and Posting Transactions</u> Includes content covered in Chapters 1-5.	Demonstrate understanding of concepts associated with Chapters 1-5.	Classroom Guided Practice - Formally Graded from textbook Formal assessment of textbook accounting problems - classwork
<u>Chapter 6: Work Sheet for a Service Business</u> Creating a Work Sheet	Define accounting terms related to a work sheet for a service business organized as a proprietorship. Identify accounting concepts and practices related to a work sheet for a service business organized as a proprietorship. Prepare a heading and a trial balance on a work sheet.	Classwork - Visual monitoring of student performance - Graded
Planning Adjusting Entries on a Work Sheet	Plan adjustments for supplies and prepaid insurance.	Periodic quizzes to demonstrate ability to solve problems. - Graded
Extending Financial Statement Information on a Work Sheet	Complete a work sheet for a service business organized as a proprietorship. (Extend balance sheet and income statement accounts.)	Chapter Assessment - Graded - From the Text Book
Finding and Correcting Errors on the Work Sheet	Identify selected procedures for finding and correcting errors in accounting records.	Notebook - Graded per chapter - Based upon compliance with instructions given for maintenance - Vocabulary, Notes, Classwork, Homework, Special Projects
Standards: BCIT 15.1.12.D, 15.1.12.F, 15.1.12.G, 15.1.12.N, 15.1.12.Q		

CURRICULUM MAP

Course/ Subject: *Accounting 1*
Month: *January*

Grade: *9, 10, 11& 12*

Content	Skills	Assessment
<u>Chapter 7: Financial Statements for a Proprietorship</u> Preparing an Income Statement	For a service business organized as a proprietorship: Define acctg. terms related to financial statements. Identify accounting concepts and practices related to preparation of an income stmt. Prepare an income statement using the income statement columns from the work sheet. Analyze an income statement using component percentages.	Classroom Guided Practice - Not Graded Daily homework related to each skill. - Graded - From Textbook Classwork - Visual monitoring of student performance - Graded
Preparing a Balance Sheet	Identify acctg. concepts and practices related to the preparation of a balance sheet. Prepare a balance sheet using the balance sheet columns from the work sheet.	Periodic quizzes to demonstrate ability to solve problems. - Graded Chapter Assessment - Graded - From the Text Book
<u>Chapter 8: Record Adjusting and Closing Entries for a Service Business</u> Recording Adjusting Entries	Define accounting terms related to adjusting entries. Identify accounting concepts and practices related to adjusting entries.	Notebook - Graded per chapter - Based upon compliance with instructions given for maintenance - Vocabulary, Notes, Classwork, Homework, Special Projects
Recording Closing Entries	Define accounting terms related to closing entries. Identify accounting concepts and practices related to closing entries.	
Preparing a Post-Closing Trial Balance	Prove the equality of debits and credits.	

<u>Reinforcement Activity 1 – Part B</u> <u>An Accounting Cycle for a Proprietorship:</u> <u>End-of-Fiscal-Period Work</u> End of fiscal period activities studied in Chapters 6 through 8	Demonstrate understanding of concepts associated with Chapters 6-8.	Formal assessment of textbook accounting problems - classwork Classroom Guided Practice - Formally Graded from textbook
Standards: BCIT 15.1.12.D, 15.1.12.F, 15.1.12.G, 15.1.12.K, 15.1.12.L, 15.1.12.Q		

CURRICULUM MAP

Course/ Subject: *Accounting 1*

Grade: *9, 10, 11& 12*

Month: *February*

Essential Question: Why are the various steps of the accounting cycle sequential and generic to any type of business?

Content	Skills	Assessment
<u>Chapter 9</u> - Journalizing Purchases and Cash Payments Journalizing Purchases using a Purchases Journal Journalizing Cash Payments using a Cash Payments Journal Performing Additional Cash Payments Journal Operations Journalizing Transactions using a General Journal	- Define accounting terms related to purchases and cash payments for a merchandising business. - Identify accounting concepts and practices related to purchases and cash payments for a merchandising business. - Journalize purchases of merchandise using a purchases journal. - Journalize cash payments and cash discounts using a cash payments journal. - Prepare a petty cash report and journalize the reimbursement of the petty cash fund. - Total, prove, and rule a cash payments journal and start a new cash payments journal page. - Journalize purchases returns and allowances and other transactions using a general journal.	Classroom discussion initiated by teacher Formal assessment of textbook accounting problems - classwork Visual evaluation of cooperative activities among students Graded quiz assessments Visual monitoring of classwork exercises. Formal grading of homework. Student notebook is graded for organization and content. End of chapter comprehensive recycle and mastery problems Formally graded chapter test
Standards: BCIT 15.1.12.C,15.1.12.D, 15.1.12.F, 15.1.12.G, 15.1.12.L		

CURRICULUM MAP

Course/ Subject: *Accounting 1*
Month: *March*

Grade: *9, 10, 11& 12*

Content	Skills	Assessment
<u>Chapter 10</u> - Journalizing Sales and Cash Receipts using Special Journals Journalizing Sales on Account using a Sales Journal Journalizing Cash Receipts using a Cash Receipts Journal Recording Transactions using a General Journal <u>Chapter 11</u> - Posting to General and Subsidiary Ledgers Posting to an Accounts Payable Ledger Posting to an Accounts Receivable Ledger	• Define accounting terms related to sales and cash receipts for a merchandising business. • Identify accounting concepts and practices related to sales and cash receipts for a merchandising business. • Journalize sales on account using a sales journal. • Record sales returns and allowances using a general journal. • Define accounting terms related to posting to ledgers. • Identify accounting practices related to posting to ledgers.	Classroom discussion initiated by teacher Formal assessment of textbook accounting problems - classwork Visual evaluation of cooperative activities among students Graded quiz assessments Visual monitoring of classwork exercises. Formal grading of homework. Student notebook is graded for organization and content. End of chapter comprehensive recycle and mastery problems Formally graded chapter test
Standards: BCIT 15.1.12.D, 15.1.12.F, 15.1.12.G, 15.1.12.K, 15.1.12.L		

CURRICULUM MAP

Course/ Subject: *Accounting 1*
Month: *April*

Grade: *9, 10, 11& 12*

Content	Skills	Assessment
Posting from Journals to a General Ledger Posting Special Journal Totals to a General Ledger Correcting Errors in Subsidiary Ledger Accounts	• Post separate items from a purchases, cash payments, and general journal to an accounts payable ledger. • Post separate items form a sales, cash receipts, and general journal to an accounts receivable ledger. • Post separate items from a cash payments and general journal to a general ledger. • Post special journal column totals to a general ledger. • Journalize and post correcting entries affecting customer accounts.	Classroom discussion initiated by teacher Formal assessment of textbook accounting problems - classwork Visual evaluation of cooperative activities among students Graded quiz assessments Visual monitoring of classwork exercises. Formal grading of homework.
<u>Chapter 12 – Preparing Payroll Records</u>		
Preparing Payroll Time Cards	• Define accounting terms related to payroll records.	Student notebook is graded for organization and content.
Determining Payroll Tax Withholding	• Identify accounting practices related to payroll records.	End of chapter comprehensive recycle and mastery problems
Preparing Payroll Records	• Complete a payroll time card.	Formally graded chapter test
Preparing Payroll Checks	• Calculate payroll taxes. • Complete a payroll register and an employee earnings record. • Prepare payroll checks.	
Standards: BCIT 15.1.12.D, 15.1.12.F, 15.1.12.G, 15.1.12.K, 15.1.12.L, 15.1.12.M, 15.1.12.Y		

CURRICULUM MAP

Course/ Subject: *Accounting 1*

Grade: *9, 10, 11& 12*

Month: *May*

Essential question: Why is the financial information on the balance sheet and income statement essential, in order for employees, managers and owners to make good business decisions?

Content	Skills	Assessment
<u>Chapter 13</u> – Payroll Accounting, Taxes, and Reports Recording a Payroll Recording Employer Payroll Taxes Reporting Withholding and Payroll Taxes Paying Withholding and Payroll Taxes	- Define accounting terms related to payroll accounting, taxes, and reports. - Identify accounting concepts and practices related to payroll accounting, taxes and reports. - Analyze payroll Transactions and record a payroll. - Record employer payroll taxes. - Prepare selected payroll tax reports. - Pay and record withholding and payroll taxes.	Classroom discussion initiated by teacher Formal assessment of textbook accounting problems - classwork Visual evaluation of cooperative activities among students Graded quiz assessments Visual monitoring of classwork exercises. Formal grading of homework.
<u>Chapter 14</u> – Distributing Dividends and Preparing a Work Sheet for a Merchandising Business Distributing Corporate Earnings to Stockholders Beginning an 8-Column Work Sheet for a Merchandising Business Planning and Recording a Merchandise Inventory Adjustment Planning and Recording an Allowance for Uncollectible Accounts Adjustment	- Define accounting terms to distribute dividends and prepare a work sheet for a merchandising business. - Identify accounting concepts and practices to distribute dividends and prepare a work sheet for a merch. bus. - Journalize the declaration and payment of a dividend. - Begin a work sheet for a merch. bus.	Student notebook is graded for organization and content. End of chapter comprehensive recycle and mastery problems Formally graded chapter test
Standards: BCIT 15.1.12.D, 15.1.12.F, 15.1.12.G, 15.1.12.L, 15.1.12.I,15.1.12.M, 15.1.12.Q, 15.1.12.Y		

CURRICULUM MAP

Course/ Subject: *Accounting 1*
Month: *May / June*

Grade: *9, 10, 11& 12*

Content	Skills	Assessment
Planning and Recording Depreciation Adjustments Calculating Federal Income Tax and Completing a Work Sheet <u>Reinforcement Activity 2</u> <u>An Accounting Cycle for a Corporation: Journalizing and Posting Transactions</u> Includes content covered in chapters 9-14 <u>Review Chapters 1 – 14 for Final Exam</u>	- Plan work sheet adjustments for merchandise inventory, supplies, prepaid expenses, uncollectible accounts, and depreciation. - Calculate federal income tax and plan the work sheet adjustment for federal income tax. - Complete a work sheet for a merchandising business. Demonstrate understanding of concepts associated with Chapters 9-14.	Classroom discussion initiated by teacher Formal assessment of textbook accounting problems - classwork Visual evaluation of cooperative activities among students Graded quiz assessments Visual monitoring of classwork exercises. Formal grading of homework. Student notebook is graded for organization and content. End of chapter comprehensive recycle and mastery problems Formally graded chapter test Classroom Guided Practice - Formally Graded from textbook Visually monitor cooperative activities

<u>Distribute Final Exam</u>	Recognize terminology from course curriculum Outline main topics of course units Illustrate accounting concepts through practice problems Recall course content through cooperative activity Interpret course curriculum through objective testing	Informally evaluate student recall Formally assess final exams
Standards: BCIT 15.1.12.D, 15.1.12.F, 15.1.12.G, 15.1.12.H, 15.1.12.Q, 15.1.12.Y		

Enduring Understandings:

- a) As citizens, future parents and investors, students who understand basic accounting principles will be better prepared to make the economic decisions that affect their own futures and their communities.
- b) As future workers and small business owners, students who understand basic accounting principles will more knowledgeably manage their companies' financial resources.
- c) When students recognize the purpose of the various steps in the accounting cycle, they realize the importance of accuracy in the work place and therefore, exercise critical thinking skills and problem solving to maintain the integrity of their information.

Common Core Standards Cross Referenced with Accounting
Accounting 1

Grades 9 – 12 PA Common Core Academic Standards for Reading in Science and Technology

Craft and Structure:

CC.3.5.9-10.D

CC.3.5.11-12.D

Determine the meaning of symbols, key terms, and other domain-specific words and phrases as they are used in a specific scientific or technical context relevant to grades 9-12 texts and topics.

Application:

Students will investigate and interpret the meaning of accounting terminology as it is used in the context of reading each chapter in the text.

Grades 9 – 12 PA Common Core Academic Standards for Writing in Science and Technical Subjects

Production and Distribution of Writing:

CC.3.6.9-10.E

Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology's capacity to link to other information and to display information flexibly and dynamically.

CC.3.6.11-12.E

Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments or information.

Application:

A writing activity is provided at the end of each chapter.

Transfer Tasks for Accounting

(Students will apply bookkeeping practices to keep a set of books for one month to determine profit or loss and the business's financial position.)

Accounting 1

An authentic assessment which is realistic has rigor and is relevant to the study of basic accounting.

Teacher Made Project:

Reinforcement Project Two-Medical Services Company

Business, Computer and Information Technology Standards (BCIT) - 15.1 - Accounting

15.1.12.A	Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.
15.1.12.B	Analyze the roles of policy-setting bodies in the accounting profession, e.g., American Institute of Certified Public Accountants (AICPA), Pennsylvania Institute of Certified Public Accountants(PICPA), Generally Accepted Accounting Principles(GAAP), and Securities and Exchange Commission(SEC).
15.1.12.C	Analyze business transactions using T-accounts to determine their impact on a business.
15.1.12.D	Analyze, journalize, and post transactions to general & subsidiary ledgers.
15.1.12.F	Analyze and journalize transactions for short- and long-term assets.
15.1.12.G	Analyze and journalize transactions involving short- and long-term liabilities.
15.1.12.H	Identify, calculate, and record depreciation, depletion and amortization; explain their effect on the financial statement.
15.1.12.I	Differentiate between and journalize entries for issuance or repurchase of stock and the declaration and payment of dividends.
15.1.12.K	Describe, calculate, and journalize the sales and cost of sales including purchases, transportation cost, sales taxes, and trade discounts.
15.1.12.L	Describe and explain the criteria used to determine expenses and journalize the expense transactions.
15.1.12.M	Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.
15.1.12.N	Explain how the different forms of business ownership and business operations are reported on financial statements.
15.1.12.P	Analyze and perform the reconciliation of accounts.
15.1.12.Q	Prepare financial statements and understand their relevance.
15.1.12.Y	Determine and calculate taxable income and tax liability for both personal and business taxes.