

Unit #4: College Accounting 2021

Content Area: **Business/Tech.**
Course(s): **College Accounting**
Time Period: **December**
Length: **1 week**
Status: **Published**

Unit Overview

Students will be introduced to QuickBooks Online and establish their accounts and company.

Enduring Understandings

- Intuit offers instructional videos to allow students to explore many of QuickBooks Online features
- QuickBooks Online allows the student to set up a company's accounting records online

Essential Questions

- How do you access the video tutorials for QuickBooks Online?
- How do you navigate QuickBooks Online?
- How do you register for QuickBooks Online?
- How is QuickBooks Online similar to/different than the Desktop version?

Standards/ Indicators/ Student Learning Objectives (SLOs)

Standards/ Indicators

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|-----------------|---|
| CAEP.9.2.12.C.1 | Review career goals and determine steps necessary for attainment. |
| CAEP.9.2.12.C.2 | Modify Personalized Student Learning Plans to support declared career goals. |
| CAEP.9.2.12.C.3 | Identify transferable career skills and design alternate career plans. |
| CAEP.9.2.12.C.4 | Analyze how economic conditions and societal changes influence employment trends and future education. |
| CAEP.9.2.12.C.5 | Research career opportunities in the United States and abroad that require knowledge of world languages and diverse cultures. |
| CAEP.9.2.12.C.6 | Investigate entrepreneurship opportunities as options for career planning and identify the knowledge, skills, abilities, and resources required for owning and managing a business. |
| CAEP.9.2.12.C.7 | Examine the professional, legal, and ethical responsibilities for both employers and employees in the global workplace. |

Student Learning Objectives (SLOs)

- SWBAT create a new QBO account using codes provided with this text
- SWBAT explain how QBO is similar to and differs from the desktop version of QuickBooks
- SWBAT provide information to QBO about their company
- SWBAT successfully navigate the QBO dashboard
- SWBAT to identify the basic features of QuickBooks Online
- SWBAT use QBO's help feature

Lesson Titles

- Navigating QBO
- QuickBooks online registration
- Video tutorials for QuickBooks Online
- What is QBO?

Career Readiness, Life Literacies, & Key Skills

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|------------------|---|
| TECH.9.4.12.CI.1 | Demonstrate the ability to reflect, analyze, and use creative skills and ideas (e.g., 1.1.12prof.CR3a). |
| TECH.9.4.12.CI.2 | Identify career pathways that highlight personal talents, skills, and abilities (e.g., 1.4.12prof.CR2b, 2.2.12.LF.8). |
| TECH.9.4.12.CI.3 | Investigate new challenges and opportunities for personal growth, advancement, and transition (e.g., 2.1.12.PGD.1). |

Inter-Disciplinary Connections

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|---------------------|--|
| LA.9-12.3.1 | All students will understand and apply the knowledge of sounds, letters, and words in written English to become independent and fluent readers, and will read a variety of materials and texts with fluency and comprehension. |
| MA.9-12.4.1.12 A | Number Sense |
| MA.9-12.4.1.12 A.1 | Extend understanding of the number system to all real numbers. |
| TEC.9-12.8.1.12 | All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge. |
| TEC.9-12.8.1.12.A.1 | Construct a spreadsheet, enter data, and use mathematical or logical functions to manipulate data, generate charts and graphs and interpret the results. |

Instructional Strategies, Learning Activities, and Levels of Blooms/DOK

- One-on-one tutoring opportunities
- QuickBooks online instruction
- Teacher provided notes through power point presentations
- Video Tutorials for QuickBooks Online

Learning Activities and Levels of Blooms/DOK

- Adapt techniques learned to the automated accounting system
- Analyze teacher provided material for potential problems and ethical conflicts
- Apply concepts learned to chapter problems
- Define current chapter vocabulary
- Formulate decisions and create accounting documents based on sound accounting practices
- Interpret and determine whether or not proper accounting procedures have been utilized
- Outline chapter material

Modifications

ELL Modifications

- Choice of test format (multiple-choice, essay, true-false)
- Continue practicing vocabulary
- Provide study guides prior to tests
- Read directions to the student
- Read test passages aloud (for comprehension assessment)
- Vary test formats

504 and IEP Accommodations & Modifications

- Allow for redos/retakes
- Assign fewer problems at one time (e.g., assign only odds or evens)
- Differentiated center-based small group instruction
- Extra time on assessments

- Highlight key directions
- If a manipulative is used during instruction, allow its use on a test
- Opportunities for cooperative partner work
- Provide reteach pages if necessary
- Provide several ways to solve a problem if possible
- Provide visual aids and anchor charts
- Test in alternative site
- Tiered lessons and assignments
- Use of a graphic organizer
- Use of concrete materials and objects (manipulatives)
- Use of word processor

Gifted and Talented Modifications

- Alternate assignments/enrichment assignments
- Enrichment projects
- Extension activities
- Higher-level cooperative learning activities
- Pairing direct instruction with coaching to promote self-directed learning
- Provide higher-order questioning and discussion opportunities
- Provide texts at a higher reading level
- Tiered assignments
- Tiered centers

At Risk Modifications

- Additional time for assignments
- Adjusted assignment timelines
- Agenda book and checklists
- Answers to be dictated
- Assistance in maintaining uncluttered space
- Books on tape
- Concrete examples
- Extra visual and verbal cues and prompts
- Follow a routine/schedule
- Graphic organizers
- Have students restate information
- No penalty for spelling errors or sloppy handwriting
- Peer or scribe note-taking
- Personalized examples
- Preferential seating
- Provision of notes or outlines
- Reduction of distractions
- Review of directions
- Review sessions
- Space for movement or breaks
- Support auditory presentations with visuals
- Teach time management skills
- Use of a study carrel
- Use of mnemonics
- Varied reinforcement procedures
- Work in progress check

Alternative Assessment

Performance tasks

Project-based assignments

Problem-based assignments

Presentations

Reflective pieces

Concept maps

Case-based scenarios

Portfolios

Benchmark Assessment

Skills-based assessment

Reading response

Writing prompt

Lab practical

Formative Assessment

Warm-up

- Learning log with daily objective
- Question of the day
- Vocabulary of the day
- Vocabulary of the day

Anticipatory Set

- Material learned in Accounting 1 & 2

Closure

- Bullseye bulletin board
- Learning log with memorable learning and weekly learning survey

Summative Assessment

- Chapter 1 questions and matching exercise

Resources & Materials

- Cengage QuickBooks Online
- <https://quickbooks.intuit.com/learn-support/en-us/configure-products/how-to-get-started-in-quickbooks-online/00/344848>
- <https://quickbooks.intuit.com/learn-support/en-us/configure-products/navigate-quickbooks-online-menus-transactions-set-up/00/344783>

- <https://quickbooks.intuit.com/learn-support/en-us/manage-users/how-to-give-your-accountant-access-to-your-quickbooks/00/344888>

Technology

- Google Classroom
- <https://www.startheregoplaces.com/teacher/classroom-resources/cpa-task-match/>
- <https://www.youtube.com/watch?v=fCB8WMup9Qg>
- Intuit QuickBook Online
- MindTap Automated Accounting Software

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|-------------|---|
| TECH.8.1.12 | Educational Technology: All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaborate and to create and communicate knowledge. |
| TECH.8.2.12 | Technology Education, Engineering, Design, and Computational Thinking - Programming: All students will develop an understanding of the nature and impact of technology, engineering, technological design, computational thinking and the designed world as they relate to the individual, global society, and the environment. |