**CURRICULUM MAP**

**10th through 12th & Accounting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SEPTEMBER** | **OCTOBER** | **NOVEMBER** | **DECEMBER** | **JANUARY** |
| **Starting a Proprietorship** | **Analyzing and Journalizing Transactions** | **Posting to a General Ledger** | **Automated Accounting** | **Preparing a worksheet for a service business** |
| **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** |
| **Preparing Financial Statements for a Proprietorship** | **Preparing End of Fiscal Period Reports**  **Starting a merchandising business** | **Journalizing Sales and cash receipts and posting to General Ledger and Subsidiary Ledgers** | **Preparing Payroll Records** | **Preparing Sales and Cash Receipts** |

**Big Idea: Starting a Proprietorship Month: \_\_\_\_**September**\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| Accounting is the language of business.  There are a wide variety of careers in the field of accounting  Daily business activities affect the accounting equation and therefore affect the financial condition of a business. | What is accounting?  How do business activities affect the accounting equation?  How do the accounting practices of a business affect the bottom line? | Define accounting terms related to starting a service business organized as a proprietorship  Classify accounts as assets, liabilities, or owner’s equity and demonstrate their relationships in the accounting equation  Identify accounting concepts and practices related to changes that affect owner’s equity for a service business organized as a proprietorship  Analyze changes in an accounting equation that affect owner’s equity for a service business organized as a proprietorship  Prepare a balance sheet for a service business organized as a proprietorship from information in an accounting equation | 9.3.12.C.6 Develop job readiness skills by participating in structured learning experiences and  9.4.12.D.(1).1 Obtain and convey ideas and information in order to conduct business transactions.  9.4.12.F.(1).1 Access and evaluate financial information to assist business decision-making.  Vocabulary:  Accounting  Accounting System  Accounting Records  Service Business  Proprietorship  Asset  Equities  Liability  Owner’s Equity  Accounting Equation  Transaction  Account  Account title  Account balance  Capital  Balance sheet  Revenue  Sale on account  Expense  withdrawals | Formative:  Teacher Observations/Feedback  Study Guides/journal entries  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of Chapter Accounting Problems: Completing the Accounting Equation , Preparing a Balance Sheet, Revenue, Expense and Withdrawal Transactions and Changes that Affect Owner’s Equity  Study Guides including critical thinking questions , worksheets, and handouts  Career Research Project: “Becoming a Account” Students will research the career of an accountant through the Occupational Outlook Handbook, detailing information such as job description, salary, and education requirements. |

**Big Idea: Analyzing and Journalizing Transactions Month: \_\_\_October\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| The debit and credit parts of a transaction make double-entry accounting systems possible.  Source documents are an integral part of the accounting function of auditing | Why is it important to analyze how transactions affect assets?  Why do T accounts give us a better understanding of accounting? | Identify accounting practices related to analyzing transactions into debit and credit parts  Use T accounts t analyze transactions showing which accounts are debited or credited for each transaction  Analyze how transactions to set up a business affect accounts  Analyze how transactions to set up a business affect accounts  Analyze how transactions affect owner’s equity accounts  Identify accounting concepts and practices related to journalizing transactions  Record in a five-column journal to set up a business, buy insurance for cash and buy supplies on account  Record in a five-column journal transactions that affect owner’s equity and receiving cash on account  Prove and rule a journal and prove cash | 9.4.12.F.(1).1 Access and evaluate financial information to assist business decision-making.  9.4.12.F.(1).4 Use accounting tools, strategies, and systems to plan the use and management of financial resources.  Vocabulary:  T account  Debit  Credit  Normal balance  Chart of accounts  Journal  Journalizing  Special amount column  General amount column  Entry  Double-entry accounting  Source document  Check  Invoice  Sales invoice  Receipt  Memorandum  Proving cash | Formative:  Teacher Observations/Feedback  Study Guides/journal entries  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of chapter Accounting Problems: Determining the Normal balance, increase and decrease Sides for Accounts, Analyzing Transactions into Debit and Credit parts, Journalizing Transactions into a Five-Column Journal, and Proving and Ruling a Journal  Study Guides including critical thinking questions , worksheets, and handouts  Cooperative Learning Activity: Students will be placed in teams of three. Each team will receive a list of several transactions. The team must analyze the transactions and draw T accounts. The team that finishes with the best time and the most accurate will be declared the winner. |

**Big Idea: Posting to a General Ledger Posting to a General Ledger Month: \_\_November\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| It is important for your financial information to be updated regularly to ensure that you understand your financial condition.  Some accountants feel that the accuracy of cash is the most crucial part of the general ledger. | What information does posting to a general ledger tell us about the financial status of a business?  What business practices are used for cash controls?  What is the importance of a petty cash fund? | 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  Post separate amounts from a journal to a general ledger  Post column totals from a journal to a general ledger  Analyze and journalize correcting entries  Identify accounting concepts and practices related to a checking account  Prepare business papers related to using a checking account  Reconcile a bank statement  Journalize dishonored checks and electronic banking transactions  Establish and replenish a petty cash fund | 9.4.12.D.(4).3 Observe policies and regulations when performing calculations for a given situation.  9.4.12.D.(4).4 Re-check computations in written documents for accuracy and quality.  9.4.12.F.(3).1 Plan the use of financial resources to ensure business stability.  Vocabulary:  Ledger  General ledger  Account number  File maintenance  Opening an account  posting  correcting entry  Checking account  Endorsement  Blank endorsement  Special endorsement  Restrictive endorsement  Postdated check  Bank statement  Dishonored check  Electronic funds transfer  Debit card  Petty cash | Formative:  Teacher Observations/Feedback  Study Guides/journal entries  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of Chapter Accounting Problems: Preparing a Chart of Accounts and Opening an Account, Posting Separate Amounts to a General Ledger, Posting Column Totals to a General Ledger, Endorsing and Writing Checks, and Reconciling a Bank Statement and Recording Bank Service Charges  Study Guides including critical thinking questions , worksheets, and handouts  Checking Accounting Simulation: Students will write checks, write deposit slips, examine a bank statement and prepare a bank reconciliation for a business. |

**Big Idea: Automated Accounting Month: \_\_December\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| Over the years computers have made the completion of jobs faster and in some regard easier.  Our society has become more dependent on computers which can effect the daily operation of a business. | Why is it important to learn manual accounting before using accounting software?  How has technology changed the job of an accountant? | Describe the capabilities of Automated Accounting 7.0  Perform general operating procedures  Perform operating procedures related to using menu bar and toolbar  Complete the general journal input form  Enter chart of accounts maintenance data  Enter and correct general journal transactions  Display accounts, journal entries, graphs, and ledger reports | 9.4.12.D.(4).1 Operate appropriate financial software to generate useable data.  9.4.12.D.(4).3 Observe policies and regulations when performing calculations for a given situation.  9.4.12.D.(4).5 Calculate and enter data for a given situation on appropriate forms or reports.  Vocabulary:  Tooltip  Drop-down menu  Shortcut key  Access key  Focus  Textbox  Grid cells  Selection list box  Option button  Check box  Command button  Tab sequence  Input form  sole proprietorship  account maintenance  journal  posting  general journal input form  general journal tab  general journal report  chart and graph | Formative:  Teacher Observations/Feedback  Study Guides/journal entries  Tutorial Problem 1-T  Tutorial Problem 2-T  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of Chapter Automated Accounting Problem: Independent Practice Problem 1-P (Calculate the Annual Cost of College using the College Planner, Display a Chart of Accounts, Display a trial Balance, save the file), Independent Practice problem 2-P (Enter Account Maintenance and General Journal Transactions), and Mastery Problem 2-M  Study Guides including critical thinking questions , worksheets, and handouts |

**Big Idea: Preparing a worksheet for a service business Month: \_\_January\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| There are many accounting concepts which must be applied when preparing a worksheet for a service business.  Adjusting journal entries can be complicated and endless. | What is the purpose of preparing a worksheet for a service business?  What is the effect on financial statements if adjusting entries are not completed?  What is the effect on the financial statements if errors are not found? | Define accounting terms related to a work sheet for a service business organized as a proprietorship  Identify accounting concepts and practices related to a worksheet for a service business organized as a proprietorship  Prepare a heading and a trial balance on a work sheet  Plan adjustments for supplies and prepaid insurance  Complete a worksheet for a service business organized as a proprietorship  Identify selected procedures for finding and correcting errors in accounting records | 9.4.12.D.(4).3Observe policies and regulations when performing calculations for a given situation.  9.4.12.D.(4).4 Re-check computations in written documents for accuracy and quality.  9.4.12.D.(4).5 Calculate and enter data for a given situation on appropriate forms or reports.  Vocabulary:  Fiscal period  Work sheet  Trial balance  Adjustments  Income statement  Net income  Net loss | Formative:  Teacher Observations/Feedback  Study Guides/journal entries  Create a Quick Reference Guide to aid in analyzing adjustments. Students will write down the four questions used to analyze an adjustment.  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of chapter Accounting Problems: Recording the Trial Balance on a Work Sheet, Planning Adjustments on a Worksheet, and Completing a Worksheet  Study Guides including critical thinking questions , worksheets, and handouts  Fiscal Period Project: Students will assume they work for a company that makes snowmobiles. They must analyze the business and determine the best fiscal year end for this type of business. They must substantiate the recommendation.  **Midterm** |

**Big Idea: Preparing Financial Statements for a Proprietorship Month: \_\_February\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| Financial statements can sometimes be the catalyst in which banks and investors make wise financial decisions.  Understanding the work that needs to be completed at the end of a fiscal period is an important aspect of all businesses. | How can you measure a company’s successes and deficiencies?  What affect does closing entries have on the financial accuracy of a business? | Identify accounting concepts and practices related to preparation of financial statements for a service business organized as a proprietorship  Prepare a income statement for a service business organized as a proprietorship and analyze an income statement using component percentages  Prepare a balance sheet for a service business organized as a proprietorship  Identify accounting concepts and practices related to adjusting and closing entries for a service business as a proprietorship  Record closing entries for a service business organized as a proprietorship  Prepare a post-closing trial balance for a business organized as a proprietorship | 9.4.12.F.(1).1 Access and evaluate financial information to assist business decision-making.  9.4.12.F.(1).2 Describe laws and regulations affecting business operations and transactions in order to ensure compliance with industry requirements.  Vocabulary:  Component Percentages  Adjusting entries  Permanent accounts  Temporary accounts  Closing entries  Post-closing trial balance  Accounting cycle | Formative:  Teacher Observations/Feedback  Study Guides/journal entries  Students will create a personal balance sheet  Prepare a Quick Reference Guide for the four kinds of closing entries  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of Chapter Accounting Problems: Preparing an Income Statement and Calculating Component Percentages, Preparing a Balance Sheet, Journalizing and Posting Adjusting Entries, Journalizing and Posting Closing Entries and Preparing a Post-Closing Trial Balance  Study Guides including critical thinking questions , worksheets, and handouts  Accounting Simulation: The student will act as the accounts for Foreign Exchange Translation (a service Business) and complete the following: Journalize transactions in a journal, Prepare a bank reconciliation and record bank service charges, post from a journal to a general ledger and Journalize and post closing entries |

**Big Idea: Preparing End of Fiscal Period Reports and starting a merchandising business Month: \_\_March\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| Successful companies implement several checks and balances to ensure that their financial information is correct.  Generally Accepted Accounting Principles is a common set of accounting principles, standards and procedures that companies use to compile their financial information | What types of mistakes can be found within your accounting records when using an automated accounting system?  Why is accounting for a merchandising business different than a service business?  Why is it important to understand the laws that govern sales tax?  Why doesn’t Delaware have sales tax? | Record and display adjusting entries using an automated system  Display financial statements using an automated system  Complete bank reconciliation using an automated system  Perform period-end closing entries using an automated system  Identify accounting concepts and practices related to purchases and cash payments for a merchandising business  Journalize purchases of merchandise for cash  Journalize cash payments and other transactions  Identify accounting concepts and practices related to sales and cash receipts for a merchandising business  Journalize sales and cash receipts transactions for a merchandising business and prove and rule a journal | 9.4.12.D.(4).1 Operate appropriate financial software to generate useable data.    9.4.12.D.(4).4 Re-check computations in written documents for accuracy and quality.    9.4.12.F.(1).2 Describe laws and regulations affecting business operations and transactions in order to ensure compliance with industry requirements.  Vocabulary:  Adjusting entries  Income statement  Component percentage  Balance Sheet  Statement of Owner’s Equity  Bank Reconciliation  Period-end closing  Temporary accounts  Income summary account  Post-closing trial balance  Partnership  Partner  Merchandising business  Retail merchandising business  Merchandise  Wholesale merchandising business  Cost of merchandise  markup  vendor  purchase invoice  terms of sale | Formative:  Teacher Observations/Feedback  Study Guides/journal entries  Tutorial Problem 3-T  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of chapter Accounting Problems: Independent Practice Problem 3-P (Journalizing Transactions, Entering Adjusting Journal Entries, Completing a Bank Reconciliation and Generating Closing Entries), Mastery Problem Chapter 3, Reinforcement Problem Activity, Journalizing Purchases, Cash Payments and Other Transactions, and Journalizing Sales and Cash Receipts  Study Guides including critical thinking questions , worksheets, and handouts |

**Big Idea: Journalizing Sales and cash receipts and posting to General Ledger and Subsidiary Ledgers Month: \_\_April\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| Successful implementation of accounts receivable and accounts payable subsidiary ledgers can help to ensure the accuracy of financial data.  Maintaining a positive relationship with vendors can help a businesses run more smoothly.  Computerized accounting not only alleviates the use of time consuming worksheets, but also allows the use of more special journals. This helps to organize a businesses financial data. | What is the relationship between a controlling account and a subsidiary ledger?  How can you verify the accuracy of accounting records?  Why is it important to maintain accurate information on each vendor? | Identify accounting practices related to posting to ledgers  Post to a general ledger from a journal  Post to an accounts payable ledger  Post to an accounts receivable ledger  Verify the accuracy of accounting records  Enter vendor maintenance data using the automated accounting system  Enter purchases on account transactions into the automated accounting system.  Enter cash payments transactions into the automated accounting system  Correct journal entries in the automated accounting system  Generate journal reports using the automated accounting system  Generate ledger reports using the automated accounting system | 9.4.12.D.(1).1 Obtain and convey ideas and information in order to conduct business transactions.  9.4.12.D.(2).4 Demonstrate knowledge of the principles of conducting successful day-to-day business activities in order to sustain business functions.  9.4.12.D.(4).1 Operate appropriate financial software to generate useable data.  9.4.12.D.(4).5Calculate and enter data for a given situation on appropriate forms or reports.  Vocabulary:  Customer  Sales tax  Cash sale  Credit card sale  Subsidiary ledger  Accounts payable ledger  Accounts receivable ledger  Controlling account  Schedule of accounts payable  Schedule of accounts receivable  Merchandise inventory  Purchases  Purchases journal  Cash payments journal  Vendor  Purchase on account  Purchases journal input form  Cash payments journal input form  Direct payment  General ledger report | Formative:  Teacher Observations/Feedback  Tutorial Problem 4-T  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of chapter Accounting Problems: Posting to an Accounts Payable Ledger, Posting to an Accounts Receivable Ledger, Proving Subsidiary Ledgers, Independent Practice problem 4-P (Entering Transactions into the General Journal, Purchases Journal and the Cash Receipts journal), and Mastery Problem 4-M  Study Guides including critical thinking questions , worksheets, and handouts |

**Big Idea: Preparing Payroll Records Month: \_\_May\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| As a businesses owner,. One should have a good filing system for their payroll records to help organize, store and retrieve the data.  As a business owner it is important to understand the Internal Revenue tax code for payroll. Businesses who do not comply with these regulations could struggle to pay the penalties and interest associated with their errors. | Why is accurate payroll important to the employer as well as the employee?  Why do we have to pay payroll taxes and what are these payroll taxes used for?  How does payroll tax expenses effect a business? | Identify accounting practices related to payroll records  Complete a payroll time card  Calculate payroll taxes  Complete a payroll register and an employee earnings record  Prepare payroll checks  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 | 9.4.12.D.(4).3 Observe policies and regulations when performing calculations for a given situation.  9.4.12.D.(4).4 Re-check computations in written documents for accuracy and quality.  9.4.12.D.(4).5 Calculate and enter data for a given situation on appropriate forms or reports.  Vocabulary:  Salary  Pay period  Payroll  Total earnings  Payroll taxes  Withholding allowance  Social security tax  Medicare tax  Tax base  Payroll register  Net pay  Employee earnings record  Federal unemployment tax  State unemployment tax | Formative:  Teacher Observations/Feedback  Prepare a Quick Reference Guide for Journalizing Payroll  Study Guides/journal entries  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of chapter Accounting Problems: Preparing Payroll Time Cards, Determining Payroll Tax Withholding, Preparing a Payroll Register, Preparing Payroll checks, Recording a Payroll, Recording Employer Payroll Taxes, Reporting Withholding and Payroll Taxes and Paying Withholding and Payroll Taxes  Study Guides including critical thinking questions , worksheets and handouts |

**Big Idea: Preparing Sales and Cash Receipts Month: \_\_June\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enduring Understandings** | **Essential Questions** | **Skills** | **Standards** | **Recommended Assessments** |
| Customer maintenance is never finished. It is a process that continues month after month.  Financial data can be analyzed in several different ways. The best way to begin is to know what you are looking for. | Why is it important to have updated customer information?  How can the accuracy of sales transactions affect the bottom line?  When analyzing financial information why it is important to understand which reports will be most effective? | Enter customer maintenance data into the automated accounting system.  Enter sales transactions into the automated accounting system.  Enter cash receipts transactions into the automated accounting system.  Display reports that summarize activities for the time period using the automated accounting system. | 9.4.12.D.(4).1 Operate appropriate financial software to generate useable data.  9.4.12.D.(4).2 Operate electronic spreadsheet software to create formulas and reports.  Vocabulary:  Sales transaction  Sales journal  Sales journal input form  Sales invoice  Cash receipt  Cash receipts journal  Cash receipts journal input form  Direct receipt  Cash receipt on account  Schedule of accounts receivable report  Accounts receivable ledger report  Statement of account | Formative:  Teacher Observations/Feedback  Study Guides/journal entries  Tutorial Problem 5-T  Entrance/Exit Passes  Summative:  Tests  Quizzes  End of chapter Automated Accounting Problems: Independent Practice Problem 5-P (Entering Customer Maintenance Data, Entering Sales Transactions, Entering Cash receipts Transactions and Displaying Reports that Summarize the Activities for the Time Period), and Mastery Problem 5-M  Study Guides including critical thinking questions , worksheets, and handouts  **Final** |