Unit 4 Automated Accounting

Content Area: **Business Education**
Course(s): **Accounting 1**
Time Period: **December**
Length: **8-9 Blocks**
Status: **Published**

Enduring Understandings

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.

Essential Questions

Why is it important to learn manual accounting before using accounting software?

How has technology changed the job of an accountant?

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

Skills

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

Resources

Assessments

Teacher Observations/Feedback

Study Guides/journal entries

Tutorial Problem 1-T

Tutorial Problem 2-T

Entrance/Exit Passes

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

Standards

9.3.12.BM	Business Management and Administration
9.3.12.BM.1	Utilize mathematical concepts, skills and problem solving to obtain necessary information for decision□making in business.

9.3.12.BM-MGT	General Management
9.3.21.BM-MGT.1	Describe and follow laws and regulations affecting business operations and transactions.
9.3.12.BM-OP	Operations Management
9.3.12.BM-OP.1	Describe and follow laws and regulations affecting business operations and transactions.
9.3.12.BM-OP.2	Develop and maintain positive customer relationships.
9.3.12.BM-OP.3	Apply inventory tracking systems to facilitate operational controls.
9.3.12.BM-OP.4	Plan, monitor and manage day□to□day business activities to maintain and improve operational functions.