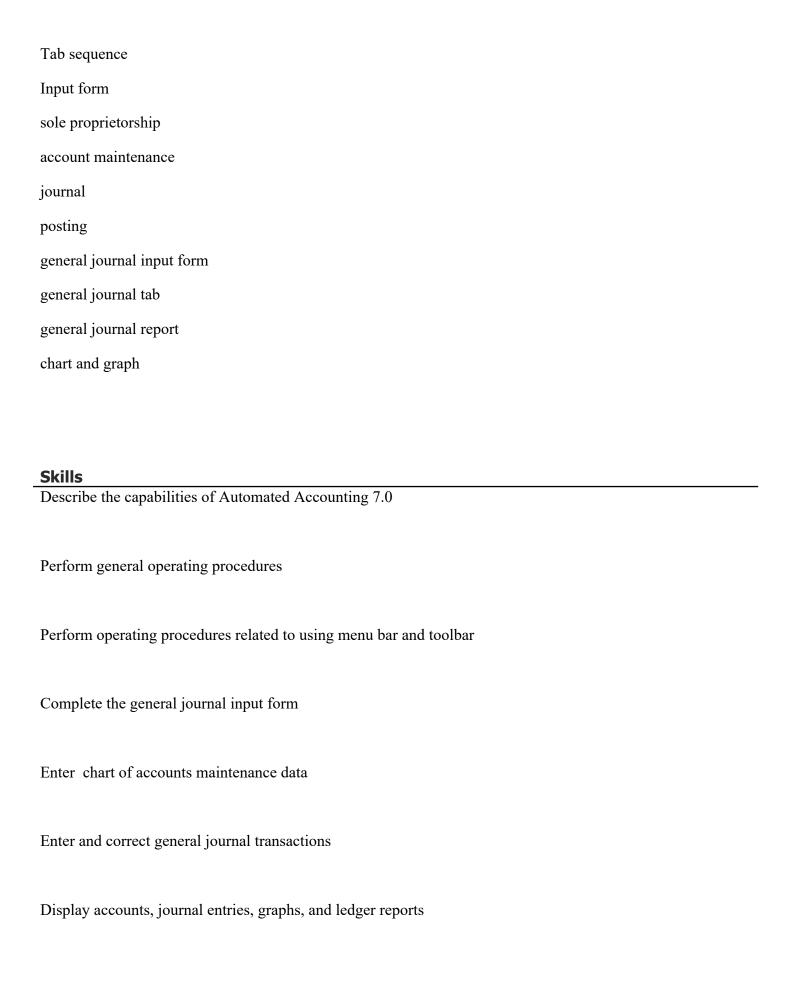
Unit 4 Automated Accounting

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

Command button

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?	
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	



Resources

9.3.12.BM.1

Assessments	
Teacher Observations/Feedb	ack
Study Guides/journal entries	
Tutorial Problem 1-T	
Tutorial Problem 2-T	
Entrance/Exit Passes	
Entrance/Latt 1 asses	
Tests	
Quizzes	
	Accounting Problem: Independent Practice Problem 1-P (Calculate the Annual bllege Planner, Display a Chart of Accounts, Display a trial Balance, save the
	roblem 2-P (Enter Account Maintenance and General Journal Transactions), and
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Study Guides including critic	cal thinking questions, worksheets, and handouts
Standards	
9.3.12.BM	Business Management and Administration

for decision-making in business.

Utilize mathematical concepts, skills and problem solving to obtain necessary information

9.3.12.BM-MGT	General Management
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.
9.3.21.BM-MGT.1	Describe and follow laws and regulations affecting business operations and transactions.