Accounting

Content Area: **Business Management and Information**
Course(s):
Time Period: **Marking Period 1**
Length: **Semester**
Status: **Published**

Summary

Students in Business Management and Information Systems classes develop skills that are intended to give them a competitive advantage in the workplace. Through the study of core business topics and current events, this curriculum encourages students to refine their speaking and listening skills, collaborate with their peers, and explore and research potential career paths.

Functioning as an in-house financial accounting team, students during this curricular unit perform supervised accounting and finance-related tasks for the academy's partners. Under direct instructor guidance, students transition from textbook accounting theory to real-world accounting and financial management. They support school clubs, athletic booster organizations, and local small businesses by tracking income and expenditures, generating financial statements, managing realistic invoices, and analyzing budget, expenses, and profit/loss. Students demonstrate internal controls, data integrity, and strict confidentiality throughout these operations.

Note: Students in the Capstone course work to build mastery to demonstrate curricular unit goals throughout the semester. As such, lesson plans, assessments, and observations may reflect multiple units being addressed simultaneously.

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Revision Date: August 2026

Standards

9.3.12.FN.1: Utilize structural financial concepts to track, maintain, and analyze corporate and organizational fiscal records.

9.3.12.FN-ACT.1: Process, track, and record accounting information to maintain flawless operational data.

9.3.12.FN-ACT.2: Prepare and interpret financial summaries to guide organizational decision-making.

9.3.12.BM.1: Utilize mathematical concepts, skills, and problem solving to obtain data and information for business management and planning.

9.3.12.BM.2: Access, evaluate, and disseminate information for business operations and technical task completion.

9.4.12.CT.1: Apply critical thinking and problem-solving strategies during structured learning experiences.

9.4.12.TL.1: Assess digital tools to systematize and value information to achieve a specific outcome.

CRP5: Consider the environmental, social, and economic impacts of decisions.

CRP11: Use technology to enhance productivity.

CRP2: Apply appropriate academic and technical skills.

CRP4: Communicate clearly and effectively and with reason.

The standards in this unit reflect a developmental progression and make interdisciplinary connections across content areas including the humanities, technology, career readiness, cultural awareness, and global citizenship.

Essential Questions

- Why are internal controls and segregation of duties critical in accounting, even within small non-profit clubs or local businesses?
- What are the ethical and legal implications of mishandling confidential financial data?

Enduring Understandings

- Accounting is the language of business; its primary purpose is to provide transparent, accurate data for decision-making.
- A financial statement is only as reliable as the accuracy of the daily entries behind it.
- Management review of financial statements leads to decision-making of the next quarter
- Financial professionals bear a fiduciary and ethical obligation to ensure transparency, accuracy, and absolute confidentiality.

Students Will Know

- The complete accounting cycle applied to a service or merchandising business model.
- The structural difference between cash-basis and accrual-basis accounting in real-world practice.
- The purpose and configuration of internal control systems (e.g., purchase orders, receipt matching, bank reconciliations).
- The presentation formats and analytical uses of the Income Statement, Balance Sheet, and Statement of Cash Flows.

Students Will Be Skilled At

- Analyzing source documents (receipts, invoices, bank statements) and recording them accurately in an accounting ledger.
- Performing monthly bank reconciliations to verify data integrity.
- Constructing variance analysis reports comparing projected budgets to actual organization spending.

Learning Plan

Fundraiser Project: As a class, students will organize and run fundraisers to grow their account. The Accounting Team will keep track of all the finances involved in the fundraiser (e.g Expenses, bookkeeping, calculating profit). They will then create and analyze reports to make decisions about our in class company (purchasing, managing, etc)

Internal Control Setup & Ledger Initialization: Students will set up charts of accounts for partner organizations (e.g., High School Drama Club, local coffee shop) and map out document-collection workflows.

Transaction Processing: Students will engage in ongoing ingestion and entry of real or high-fidelity simulated source documents, such as tracking cash receipts from ticket sales, processing accounts payable for vendor invoices, and logging apparel orders.

Reconciliation & Auditing: Students will follow monthly closing procedures where student teams reconcile cash accounts against actual bank data and audit peer ledgers for entry anomalies for the Business Academy.

Financial Reporting & Advisory: Students will compile financial summaries and present reports to club advisors or business owners, highlighting areas for optimization (e.g. Business Academy).

Certification: Students will learn Quickbooks and will take certification test

Assessment

When taking a Business Management and Information Technology course, students demonstrate differentiated proficiency according to their ability to answer the essential questions through formative and summative assessments. Many of the performance tasks below can be implemented as formative and/or summative assessments. As teachers strive for students to demonstrate proficiency, they will need to create additional or alternative assessments based on demonstration or absence of skill.

Formative Assessments:

- Audits and transaction matching checks.
- Bank reconciliation (Business Academy)
- Oral explanations of journal entry selections

- Expense Reports, Profit-loss Statement/Income Statement, bookkeeping

Benchmark:

- Regularly scheduled individual and group touch base meetings to monitor progress and receive constructive feedback

Summative Assessments:

- Fundraiser Project: keep track of all the finances involved in the fundraiser (e.g Expenses, bookkeeping, calculating profit)

- Certification: Quickbooks certification test

Alternative Assessments:

- Sample CHS Accounts Reconciliation: Students will be provided with samples of club account statements which they must correctly reconcile

Materials

The design of this course allows for the integration of a variety of instructional, supplemental, and intervention materials that support student learners at all levels in the school and home environments. Associated web content and media sources are infused into the unit as applicable and available In addition to the materials below, the following link connects to district approved textbooks and resources utilized in this course: Core Book List.

The following are approved resources that teachers can include to further unit related objectives:

- QuickBooks Online Accountant / Student Ledgers

- Excel-based financial templates

- Organization source documents (invoices, cash logs, purchase orders)

Any additional resources that are not included in this list will be presented to and reviewed by the supervisor before being included in lesson plans. This ensures resources are reviewed and vetted for relevance and appropriateness prior to implementation.

Modifications

This link includes content specific accommodations and modifications for all populations:

https://docs.google.com/spreadsheets/d/1g8M7CZ5VVwvFk2Ay9DZbjdewOYDyNOzpNeEBgSXPvr0/edit?usp=sharing

These additional strategies are helpful when learning Business Management and Information Systems content and skills:

- Highlighter for close reading and annotation strategies
- Bolded terms in directions
- Reading texts aloud for students to assist in comprehension and analysis