

02_Analyzing Transactions into Debit and Credit Parts

Content Area: **Business**
Course(s):
Time Period: **Full Year**
Length: **3 Weeks**
Status: **Published**

General Overview, Course Description or Course Philosophy

The 21st-Century Life and Career Standards, through instruction in life and career skills, intends that all students acquire the knowledge and skills needed to prepare for life as citizens and workers in the 21st century. These skills include creativity, critical thinking, collaboration, and problem solving skills needed in order for individuals to function successfully as global citizens and workers in diverse ethnic and organizational cultures. 21st Century careers and occupations are those that have been impacted by technological and global forces and are in an ongoing state of reinvention due to technological advances and e-commerce.

The course is designed to give students a thorough background in the basic accounting procedures used to operate a business. The accounting procedures presented will also serve as a sound background for employment in office jobs and preparation for studying business courses in college. Students will become acquainted with the principles of double entry bookkeeping including the preparation of financial statements for a sole proprietorship, partnership and corporate businesses.

The objective of this class is to prepare students for jobs requiring a basic knowledge of business records and to introduce the fundamentals of accounting for students who wish to go into advanced work in this field. There is also a personal use objective that can be obtained from this class. This class is intended to be a hands-on learning experience. It requires the student to read the text, listen to a limited amount of lecture, and a great deal of “doing” accounting work in class. Students will gain the technical and procedural skills required in accounting departments of today's businesses. The student will not only be trained in basic accounting principles but will also become proficient in automated systems and advanced applications which require greater analysis and decision making. Students will work through an accounting cycle for a proprietorship, partnership, and merchandising businesses.

OBJECTIVES, ESSENTIAL QUESTIONS, ENDURING UNDERSTANDINGS

Enduring Understandings:

- Business transactions affect owner's equity in a proprietorship.
- Accounting principles are required in business.
- The need of code of ethics in accounting and the ethical responsibilities required of accountants.

Essential Questions:

How do business transactions affect owner's equity in a proprietorship?

Why are accounting principles required in business?

Why is ethics an integral part of accounting for accountants?

CONTENT AREA STANDARDS

BUS.9-12.I.1.3	explain the need for a code of ethics in accounting and the ethical responsibilities required of accountants
BUS.9-12.II.1.9	identify and explain the classifications within assets, liabilities, and equity
BUS.9-12.IV.1.B.6	describe the criteria used to distinguish between capital expenditures and revenue expenditures
BUS.9-12.IV.1.B.7	determine the costs of property, plant and equipment, natural resources, and intangible assets
BUS.9-12.IV.1.C.1	record transactions for accounts payable and other short-term debt
BUS.9-12.IV.1.D.1	explain how operating results, capital contributions, and distribution of earnings affect equity for the various types of ownership structures
BUS.9-12.IV.1.D.3	record equity-related transactions
BUS.9-12.IV.1.E.2	record revenue-related transactions
BUS.9-12.IV.1.F.2	record expense-related transactions
FIN.9-12.9.4.12.F.(1).1	Access and evaluate financial information to assist business decision-making.
FIN.9-12.9.4.12.F.(1).4	Use accounting tools, strategies, and systems to plan the use and management of financial resources.
FIN.9-12.9.4.12.F.4	Solve mathematical problems to obtain information for decision-making in financial settings.

RELATED STANDARDS (Technology, 21st Century Life & Careers, ELA Companion Standards are Required)

LA.L.11-12.2	Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.
LA.L.11-12.3	Apply knowledge of language to understand how language functions in different contexts, to make effective choices for meaning or style, and to comprehend more fully when reading or listening.
LA.W.11-12.2.F	Provide a concluding paragraph or section that supports the argument presented (e.g., articulating implications or the significance of the topic).
ITEC.9-12.9.4.12.C.2	Demonstrate mathematics knowledge and skills required to pursue the full range of postsecondary education and career opportunities.
ITEC.9-12.9.4.12.C.11	Apply active listening skills to obtain and clarify information.

ITEC.9-12.9.4.12.C.19	Employ technological tools to expedite workflow.
ITEC.9-12.9.4.12.C.21	Operate Internet applications to perform tasks.
ITEC.9-12.9.4.12.C.26	Employ collaborative/groupware applications to facilitate group work.
TECH.9.4.12.CI.1	Demonstrate the ability to reflect, analyze, and use creative skills and ideas (e.g., 1.1.12prof.CR3a).

STUDENT LEARNING TARGETS

Declarative Knowledge

Students will understand:

- How financial information to assist business decision making.
- The proper use of accounting tools, strategies, and systems to plan the use of management of financial resources.
- Mathematical problems to obtain information for decision making in financial settings.
- The need for a code of ethics in accounting and the ethical responsibilities required of accountants.
- The classifications within assets, liabilities, and equity.
- The criteria used to distinguish between capital expenditures and revenue expenditures.
- The costs of property, plant and equipment, natural resources, and intangible assets.
- Transactions for accounts payable and other short-term debt.
- How capital contributions and distribution of earnings affect equity for the various types of ownership structures.
- Equity-related transactions.
- Revenue-related transactions.
- Expense-related transactions.

Procedural Knowledge

Students will be able to:

- Evaluate financial information to assist business decision making.
- Use accounting tools, strategies and systems to plan the use and management of financial resources.
- Solve mathematical problems to obtain information for decision making in financial settings.
- Explain the need for a code of ethics in accounting and the ethical responsibilities required of accountants.
- Identify the classifications within assets, liabilities, and equity.
- Understand the criteria used to distinguish between capital expenditures and revenue expenditures.
- Determine the costs of property, plant and equipment, natural resources, and intangible assets.
- Record transactions for accounts payable and other short-term debt.
- Explain how capital contributions and distribution of earnings affect equity for the various types of

ownership structures.

- Execute equity-related transactions.
- Execute revenue-related transactions.
- Execute expense-related transactions.

EVIDENCE OF LEARNING

Formative Assessments

- Lecture with high-order questioning.
- Student participation and group discussion.
- Guided practice assignments.
- Independent practice assignments with self-assessments, Cengage Virtual Program.
- Knowledge Matters Online simulations.
- Do Now
- Exit Ticket
- Nearpod
- Kahoot
- Canva
- Success Criteria
- Proficiency Scale

Summative Assessments

- Ethics Versus Morality Project – Report comparing and contrasting the ethical model vs. scientific method based on a C.C. Everett quote “Ethics is the science of morality.”(SE pg. 32)
- Application” and “Mastery” Problems completed independently by students at the conclusion of the topic, Cengage Virtual Accounting Program.
- Chapter Exam using Cengage Virtual Accounting Program.

RESOURCES (Instructional, Supplemental, Intervention Materials)

Text: Century 21 Accounting General Journal

Lehman, M.W., Gentene, D.H., Gilbertson, C.B. (2014) Century 21 Accounting General Journal. South–Western, Mason, OH.

[Cengage Virtual Accounting Program](#)

[Knowledge Matters-Virtual Finance 2.0-](#)

Google (Classroom, Docs, Sheets, Meets, Sites)

Microsoft Office (Excel and Word)

[Knowledge Matters](#)

[Nearpod](#)

[Canva](#)

[Kahoot](#)

Guest Speakers

INTERDISCIPLINARY CONNECTIONS

English/Language Arts:

Speech/debate

Narrative Writing

Informative Writing

Implementation of conventions of Standard English

Language Acquisition

Social Studies

Historical Research

Current Events

Autobiographical Studies

Ethics

Social justice

Public policy

Civic Literacy

Social relationships among people

Science & Health

Integrate quantitative or technical information expressed in words in a text. Distinguish among facts, reasoned judgment based on research findings, and speculation in a text.

Compare and contrast the information gained from experiments, simulations, video, or multimedia sources with that gained from reading a text on the same topic.

Social Emotional Learning

Sustainability

Visual Performing Arts

Visual Language

Electronic Media

Technology/Multimedia

Researching based writing

Google

Media Literacy

Educational tech applications

Math

Data collection/analysis

Computations

Statistics

Financial/Economic/Business/Entrepreneurial Literacy

Science

Environmental Literacy

Career Readiness

Employ valid and reliable research strategies.

Utilize critical thinking to make sense of problems and persevere in solving them.

Use technology to enhance productivity.

Work productively in teams while using cultural global competence.

Literary responses (critical)

Applicable career options are discussed as they arise throughout the course; career options include but are not limited to business, journalism, education, psychology, social work, politics, research and art.

ACCOMMODATIONS & MODIFICATIONS FOR SUBGROUPS

See link to Accommodations and Modifications document in course folder.

See below for additional accommodations and modifications.

GIFTED AND TALENTED

Extension Activities

- Allow students to pursue independent projects based on their individual interests
- Provide enrichment activities that include more advanced material
- Allow team-teaching opportunities and collaboration
- Set individual goals
- Conduct research and provide a presentation of appropriate topics.
- Design surveys to generate and analyze data to be used in a discussion.
- Use of Higher Level Questioning Techniques
- Provide assessments at a higher level of thinking

ENGLISH LANGUAGE LEARNERS

Modifications for Classroom

- Pair visual prompts with verbal presentations
- Repetition and practice

- Model to be mastered Modifications for Homework/Assignments
- Native Language Translation (peer, online assistive technology, translation device, bilingual dictionary)
- Extended time for assignment completion as needed
- Highlight key vocabulary
- Use graphic organizers

Beginners:

- Use graphic models and visual examples to connect important ideas
- Pair graphic representations with content vocabulary – math journals, vocabulary cards, and more
- Utilize manipulatives – pattern blocks, paper money, tangrams, etc. Use manipulatives to help students make connections between concrete and abstract concepts

- Use pictures or visuals wherever possible
- Cue students before asking a questions during class discussions
- Help students with background vocabulary
- Use graphic organizer
- Modify the length of reading passages, with extended time to complete them
- Minimize homework to essential content and learning
- Assign simplified homework with extended time to complete it
- Simplify assessments:
 - true/false
 - Multiple choice (only two choices)
 - Matching
 - decreased number of questions

- Use of a bilingual dictionary
- Focus on recognition work (listening, reading), rather than productive work (speaking and writing)

Intermediate:

- Use pictures or visuals wherever possible
- Cue students before asking a questions during class discussions
- Oral and written production expanded
- Focus on main/core vocabulary only
- Help students understand contextual terms
- Extended time for assessments
- Provide an outline of class notes so that students can focus on class discussion
- Ask students to re-phrase key ideas in their own words
- Check comprehension of directions by asking students to restate the information

STUDENTS WITH DISABILITIES

(appropriate accommodations, instructional adaptations, and/or modifications as determined by the IEP or 504 teams)

Modifications for Classroom

- Pair visual prompts with verbal presentations

- Ask students to restate information, directions, and assignments.
- Repetition and practice
- Model skills/techniques to be mastered.
- Extended time to complete classwork
- Provide a copy of class notes
- Preferential seating to be mutually determined by the student and teacher
- A student may request to use a computer to complete assignments.
- Establish expectations for correct spelling on assignments.
- Extra textbooks for home. A student may request book on tape / CD / digital media, as available and appropriate.
- Assign a peer helper in the class setting
- Provide oral reminders and check student work during independent work time
- Assist student with long and short term planning of assignments
- Encourage student to proofread assignments and tests
- Provide regular parent/ school communication
- Teachers will check/sign student agenda daily
- Student requires use of other assistive technology device

Modifications for Homework and Assignments

- Extended time to complete assignments
- Student requires more complex assignments to be broken up and explained in smaller units, with work to be submitted in phases
- Provide the student with clearly stated (written) expectations and grading criteria for assignments
- Implement RAFT activities as they pertain to the types / modes of communication (role, audience, format, topic).

Modifications for Assessments

- Extended time on classroom tests and quizzes. Student may take/complete tests in an alternate setting as needed
- Restate, reread, and clarify directions/questions
- Distribute study guide for classroom tests
- Establish procedures for accommodations / modifications for assessments

STUDENTS AT RISK OF HIGH SCHOOL FAILURE

Modifications for Classroom

- Pair visual prompts with verbal presentations
- Ask students to restate information, directions, and assignments.
- Repetition and practice
- Model to be mastered.
- Extended time to complete classwork
- Provide a copy of class notes

- Preferential seating to be mutually determined by the student and teacher
- A student may request to use a computer to complete assignments
- Establish expectations for correct spelling on assignment
- Extra textbooks for home

Build Students' Strengths and Multiple Intelligences

- Verbal Linguistic
- Logical – reasoning
- Musical/ Rhythmic

- Intrapersonal Intelligence

- Visual Spatial Intelligence
- Bodily Kinesthetic accommodations/modification sent may request books on tape / CD / digital media, as available and appropriate.
 - Assign a peer helper in the class setting
 - Provide oral reminders and check student work during independent work time
 - Assist student with long and short term planning of assignments
 - Encourage student to proofread assignments and tests
 - Provide regular parent/ school communication
 - Teachers will check/sign student agenda daily
 - Student requires use of other assistive technology device

Modifications for Homework and Assignments

- Extended time to complete assignments. Student requires more complex assignments to be broken up and explained in smaller units, with work to be submitted in phases
- Provide the student with clearly stated (written) expectations and grading criteria for assignments

Modifications for Assessments

- Extended time on classroom tests and quizzes. Student may take/complete tests in an alternate setting as needed
- Restate, reread, and clarify directions/questions
- Distribute study guide for classroom tests
- Establish procedures for accommodations / modifications for assessments