

Course Title: Automated Accounting

Board Approval Date: 12/5/12

Credit / Hours: .5 credit

Course Description:

This course focuses on mastery of the PA Academic Standards for Business, Computer and Information Technology. As students progress through this course they will participate in an Automated Accounting course that will present and integrate automated accounting principles in such a way that no prior knowledge of computers or computerized accounting is required, and also provides a hands-on approach for learning how automated systems functions. Automated Accounting may be used to fulfill .5 math credit.

Learning Activities / Modes of Assessment:

Large group instruction	Tests and Quizzes
Checklists / Teacher Observation	
Small group work	
Computer based projects	
Automated comprehensive simulation	

Instructional Resources:

Automated Accounting 8.0, 8th Edition, (Allen, Klooster)
(Cengage, 2003; 8th Edition)

Course Pacing Guide

Course: **Automated Accounting**

Course Unit (Topic)

Length of Instruction (Days/Periods)

1. The General Ledger and End of Fiscal Period	14 days
2. Special Journals and End of Fiscal Period	17 days
3. Discounts, Debits and Credit Memos	26 days
4. Payroll	5 days
5. Accounts Payable, Accounts Receivable	17 days
6. Simulation	<u>11 days</u>
DAYS TOTAL	90 Days

Topic: Unit 1 – The general ledger and end of fiscal period for a service business

Days: 14

Subject(s): Other

Grade(s): 11th, 12th

Know:	Understand:	Do:
<p><u>General Ledger Service Business</u></p> <p>Input form, sole proprietorship, account maintenance, journal, posting, general journal input form, general journal tab, general journal report, graph.</p> <p><u>General Ledger End of Fiscal Period for a Service Business</u></p> <p>Input form, sole proprietorship, account maintenance, journal, posting, general journal input form, general journal tab, general journal report, graph, 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.</p>	<p>Businesses use automated accounting software to better organize and quickly produce ledgers and reports used to evaluate their performance.</p>	<p>15.1.12.A. – Unranked Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.</p> <p>15.1.12.B. – Unranked Analyze the roles of policy-setting bodies in the accounting profession, e.g., American Institute of Certified Public Accountants (AICPA), Pennsylvania Institute of Certified Public Accountants (PICPA), Generally Accepted Accounting Principles (GAAP), and Securities and Exchange Commission (SEC).</p> <p>15.1.12.C. – Unranked Analyze business transactions using Taccounts to determine their impact on a business.</p> <p>15.1.12.D. – Unranked Analyze, journalize, and post transactions to general & subsidiary ledgers.</p> <p>15.1.12.E. – Unranked Perform accounting functions using technology as a tool.</p> <p>15.1.12.N. – Unranked Explain how the different forms of business ownership and business operations are reported on financial statements.</p> <p>15.1.12.P. – Unranked Analyze and perform the reconciliation of accounts.</p> <p>15.1.12.Z. – Unranked Demonstrate an auditing procedure that provides assurance that financial records are accurate.</p> <p>3.4.12.B2. - TECHNOLOGY AND ENVIRONMENT - Illustrate how, with the aid of technology, various aspects of the environment can be monitored to provide information for decision making.</p>

Topic: Unit 1 -- The general ledger and end of fiscal period for a service business

Days: 14

Subject(s): Other

Grade(s): 11th, 12th

Which standards are students learning in this unit?

15.1.12.A. – Unranked

Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.

15.1.12.B. – Unranked

Analyze the roles of policy-setting bodies in the accounting profession, e.g., American Institute of Certified Public Accountants (AICPA), Pennsylvania Institute of Certified Public Accountants (PICPA), Generally Accepted Accounting Principles (GAAP), and Securities and Exchange Commission (SEC).

15.1.12.C. – Unranked

Analyze business transactions using Taccounts to determine their impact on a business.

15.1.12.D. – Unranked

Analyze, journalize, and post transactions to general & subsidiary ledgers.

15.1.12.E. – Unranked

Perform accounting functions using technology as a tool.

15.1.12.N. – Unranked

Explain how the different forms of business ownership and business operations are reported on financial statements.

15.1.12.P. – Unranked

Analyze and perform the reconciliation of accounts.

15.1.12.Z. – Unranked

Demonstrate an auditing procedure that provides assurance that financial records are accurate.

Topic: Unit 2 – Special journals and end of fiscal period for a partnership

Days: 17

Subject(s): Other

Grade(s): 11th, 12th

Know:	Understand:	Do:
<p><u>Purchases and Cash Payments</u></p> <p>Partnership, merchandising business, merchandise, merchandise inventory account, purchases account, cash payments journal, vendor, purchase on account, purchases journal input form, cash payment, cash payments journal input form, direct payment, cash payment on account, general ledger report, schedule of accounts payable report, accounts payable ledger report.</p> <p><u>Sales and Cash Receipts</u></p> <p>Customer, sales transactions, 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</p>	<p>Businesses use automated accounting software to organize and produce daily fiscal reports used to make current and future decision within the company.</p>	<p>15.1.12.A. – Unranked Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.</p> <p>15.1.12.E. – Unranked Perform accounting functions using technology as a tool.</p> <p>15.1.12.C. – Unranked Analyze business transactions using Taccounts to determine their impact on a business.</p> <p>15.1.12.D. – Unranked Analyze, journalize, and post transactions to general & subsidiary ledgers.</p> <p>15.1.12.N. – Unranked Explain how the different forms of business ownership and business operations are reported on financial statements.</p> <p>15.1.12.P. – Unranked Analyze and perform the reconciliation of accounts.</p> <p>15.1.12.Q. – Unranked Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.</p>

Topic: Unit 2 – Special journals and end of fiscal period for a partnership
Subject(s): Other

Days: 17
Grade(s): 11th, 12th

Know:

Understand:

Do:

End of Fiscal Period for a Partnership

Customer, sales transactions, 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, partnership, merchandising business, merchandise, merchandise inventory account, purchases account, cash payments journal, vendor, purchase on account, purchases journal input form, cash payment, cash payments journal input form, direct payment, cash payment on account, general ledger report, schedule of accounts payable report, accounts payable ledger report.

Topic: Unit 2 – Special journals and end of fiscal period for a partnership

Days: 17

Subject(s): Other

Grade(s): 11th, 12th

Which standards are students learning in this unit?

15.1.12.A. – Unranked

Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.

15.1.12.E. – Unranked

Perform accounting functions using technology as a tool.

15.1.12.C. – Unranked

Analyze business transactions using Taccounts to determine their impact on a business.

15.1.12.D. – Unranked

Analyze, journalize, and post transactions to general & subsidiary ledgers.

15.1.12.N. – Unranked

Explain how the different forms of business ownership and business operations are reported on financial statements.

15.1.12.P. – Unranked

Analyze and perform the reconciliation of accounts.

15.1.12.Q. – Unranked

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

Topic: Unit 3 – Discounts, debit and credit memos, plant assets for corporations

Days: 26

Subject(s): Other

Grade(s): 11th, 12th

Know:	Understand:	Do:
<p><u>Discounts, debit memorandums, and credit memorandums</u></p> <p>Purchases discount, sales discount, debit memorandum, credit memorandum, discount period.</p> <p><u>Plant Assets</u></p> <p>Plant assets, depreciation, asset disposition, useful life, original cost, salvage value, plant assets input form, plant asset maintenance, plant assets list report, depreciation schedule, and depreciation adjusting entries.</p> <p><u>Corporations</u></p> <p>Corporation, shares of stock, capital stock, shareholders, board of directors, dividends, retained earnings, declaring a dividend, corporate income tax.</p>	<p>Automated accounting software better organizes customers and vendors returns as well as tracks our plant assets by continuously updating data.</p>	<p>15.1.12.A. – Unranked Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.</p> <p>15.1.12.C. – Unranked Analyze business transactions using Taccounts to determine their impact on a business.</p> <p>15.1.12.D. – Unranked Analyze, journalize, and post transactions to general & subsidiary ledgers.</p> <p>15.1.12.E. – Unranked Perform accounting functions using technology as a tool.</p> <p>15.1.12.F. – Unranked Analyze and journalize transactions for short- and long-term assets.</p> <p>15.1.12.G. – Unranked Analyze and journalize transactions involving short- and long-term liabilities.</p> <p>15.1.12.H. – Unranked Identify, calculate, and record depreciation, depletion and amortization; explain their effect on the financial statements.</p> <p>15.1.12.N. – Unranked Explain how the different forms of business ownership and business operations are reported on financial statements.</p>

Topic: Unit 3 – Discounts, debit and credit memos, plant assets for corporations

Days: 26

Subject(s): Other

Grade(s): 11th, 12th

Which standards are students learning in this unit?

15.1.12.A. – Unranked

Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.

15.1.12.C. – Unranked

Analyze business transactions using Taccounts to determine their impact on a business.

15.1.12.D. – Unranked

Analyze, journalize, and post transactions to general & subsidiary ledgers.

15.1.12.E. – Unranked

Perform accounting functions using technology as a tool.

15.1.12.F. – Unranked

Analyze and journalize transactions for short- and long-term assets.

15.1.12.G. – Unranked

Analyze and journalize transactions involving short- and long-term liabilities.

15.1.12.H. – Unranked

Identify, calculate, and record depreciation, depletion and amortization; explain their effect on the financial statements.

15.1.12.N. – Unranked

Explain how the different forms of business ownership and business operations are reported on financial statements.

Topic: Unit 4 -- Payroll
 Subject(s): Other

Days: 5
 Grade(s): 11th, 12th

Know:	Understand:	Do:
<p><u>Payroll</u></p> <p>Withholding allowances, pay period, marital status, salary amount, hourly rate, voluntary deductions, employee list report, payroll report, quarterly report, W-2</p>	<p>Automated accounting software better organizes payroll records by speeding up a time consuming process accurately calculating earnings, benefits, deductions and net pay.</p>	<p>15.1.12.A. – Unranked Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.</p> <p>15.1.12.C. – Unranked Analyze business transactions using Taccounts to determine their impact on a business.</p> <p>15.1.12.D. – Unranked Analyze, journalize, and post transactions to general & subsidiary ledgers.</p> <p>15.1.12.E. – Unranked Perform accounting functions using technology as a tool.</p> <p>15.1.12.M. – Unranked Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.</p> <p>15.1.12.N. – Unranked Explain how the different forms of business ownership and business operations are reported on financial statements.</p> <p>15.1.12.P. – Unranked Analyze and perform the reconciliation of accounts.</p> <p>15.1.12.Z. – Unranked Demonstrate an auditing procedure that provides assurance that financial records are accurate.</p>

Topic: Unit 4 -- Payroll

Days: 5

Subject(s): Other

Grade(s): 11th, 12th

Which standards are students learning in this unit?

15.1.12.A. – Unranked

Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.

15.1.12.C. – Unranked

Analyze business transactions using Taccounts to determine their impact on a business.

15.1.12.D. – Unranked

Analyze, journalize, and post transactions to general & subsidiary ledgers.

15.1.12.E. – Unranked

Perform accounting functions using technology as a tool.

15.1.12.M. – Unranked

Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.

15.1.12.N. – Unranked

Explain how the different forms of business ownership and business operations are reported on financial statements.

15.1.12.P. – Unranked

Analyze and perform the reconciliation of accounts.

15.1.12.Z. – Unranked

Demonstrate an auditing procedure that provides assurance that financial records are accurate.

Topic: Unit 5 – Accounts payable, accounts receivable and system setup

Days: 17

Subject(s): Other

Grade(s): 11th, 12th

Know:	Understand:	Do:
<p><u>Accounts Payable Purchase Order Processing and Inventory Control</u></p> <p>Stock number, unit of measure, retail price, reorder point, computerized purchase order processing system, purchase requisition, purchase order, purchase order input form, purchase invoice, receiving report, purchase invoice input form, purchase order register, purchase invoice register, inventory list report, inventory transactions report, inventory exceptions report, inventory valuation report, average cost method, LIFO and FIFO method.</p> <p><u>Accounts Receivable: Sales Order Processing and Inventory Control</u></p> <p>Sales order processing, computerized sales order, processing system, sales invoice, sales return, sales invoices input form.</p>	<p>Automated accounting software better organizes A/P, A/R purchase order processing, sales order processing and inventory control by keeping perpetual records of individual customers along with current inventory numbers.</p>	<p>15.1.12.A. – Unranked Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.</p> <p>15.1.12.C. – Unranked Analyze business transactions using Taccounts to determine their impact on a business.</p> <p>15.1.12.D. – Unranked Analyze, journalize, and post transactions to general & subsidiary ledgers.</p> <p>15.1.12.E. – Unranked Perform accounting functions using technology as a tool.</p> <p>15.1.12.N. – Unranked Explain how the different forms of business ownership and business operations are reported on financial statements.</p> <p>15.1.12.Z. – Unranked Demonstrate an auditing procedure that provides assurance that financial records are accurate.</p>

Topic: Unit 5 – Accounts payable, accounts receivable and system setup
Subject(s): Other

Days: 17
Grade(s): 11th, 12th

Know:

Understand:

Do:

<p><u>Accounting System Setup</u></p> <p>New command, required accounts, journal wizard, accounts pick list, opening balances, budget, and performance report.</p>		
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Topic: Unit 5 – Accounts payable, accounts receivable and system setup

Days: 17

Subject(s): Other

Grade(s): 11th, 12th

Which standards are students learning in this unit?

15.1.12.A. – Unranked

Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.

15.1.12.C. – Unranked

Analyze business transactions using Taccounts to determine their impact on a business.

15.1.12.D. – Unranked

Analyze, journalize, and post transactions to general & subsidiary ledgers.

15.1.12.E. – Unranked

Perform accounting functions using technology as a tool.

15.1.12.N. – Unranked

Explain how the different forms of business ownership and business operations are reported on financial statements.

15.1.12.Z. – Unranked

Demonstrate an auditing procedure that provides assurance that financial records are accurate.

Topic: Unit 6 -- Simulation

Days: 11

Subject(s): Other

Grade(s): 11th, 12th

Know:

Understand:

Do:

Automated Accounting Simulation

Vocab for this unit includes all terminology in previous lessons and chapters.

How does using automated accounting software speed up the accounting process?

2.5.11.A – Unranked

PROBLEM SOLVING - Develop a plan to analyze a problem, identify the information needed to solve the problem, carry out the plan, check whether an answer makes sense, and explain how the problem was solved in grade appropriate contexts.

2.5.11.B – Unranked

COMMUNICATION - Use symbols, mathematical terminology, standard notation, mathematical rules, graphing, and other types of mathematical representations to communicate observations, predictions, concepts, procedures, generalizations, ideas, and results.

3.4.12.B2. - TECHNOLOGY AND ENVIRONMENT - Illustrate how, with the aid of technology, various aspects of the environment can be monitored to provide information for decision making.

Topic: Unit 6 -- Simulation

Days: 11

Subject(s): Other

Grade(s): 11th, 12th

Which standards are students learning in this unit?

2.5.11.A – Unranked

PROBLEM SOLVING - Develop a plan to analyze a problem, identify the information needed to solve the problem, carry out the plan, check whether an answer makes sense, and explain how the problem was solved in grade appropriate contexts.

2.5.11.B – Unranked

COMMUNICATION - Use symbols, mathematical terminology, standard notation, mathematical rules, graphing, and other types of mathematical representations to communicate observations, predictions, concepts, procedures, generalizations, ideas, and results.

3.4.12.B2. – Important

TECHNOLOGY AND ENVIRONMENT - Illustrate how, with the aid of technology, various aspects of the environment can be monitored to provide information for decision making.