# Curriculum Map: Accounting I

## Meadville Area Senior High School

## Business Department

Course Description: This year long elective course is designed for students in Grades 10-12 and will provide a solid foundation for students who seek preparation for entry-level accounting jobs, look forward to careers in related business fields for which knowledge of some accounting is needed or those who seek a foundation on which to continue studying business and accounting at the collegiate level. The complete accounting cycle in its simplest form is presented, and students learn the basic procedures used to operate a business. Students will be taught how to analyze and record business transactions and prepare financial statements, as well as preparing payroll records. Using manual skills, students perform tasks to complete an entire accounting cycle for service businesses organized as proprietorships and for merchandising businesses organized as partnerships.

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| **Unit Title:** | Accounting for a Service Business Organized as a ***Proprietorship*** |
| **Suggested time frame:** | 18 weeks |
| **Standards:** | **15.1.12.A** Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.<br>**15.1.12.B** 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).<br>**15.1.12.C.** Analyze business transactions using T-accounts to determine their impact on a business<br>**15.1.12.D.** Analyze, journalize, and post transactions to general and subsidiary ledgers.<br>**15.1.12.L.** Describe and explain the criteria used to determine expenses and journalize the expense transactions.<br>**15.1.12.N** Explain how the different forms of business ownership and business operations are reported on financial statements.<br>**15.1.12.P** Analyze and perform the reconciliation of accounts<br>**15.1.12.Q** Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance<br>**15.1.12.S.** Analyze and perform a horizontal and vertical analysis of the income statement and balance sheet.<br>**15.1.12.U** Assess capital structure by calculating and interpreting financial ratios<br>**15.1.12.V** Analyze and explain the use of industry averages in assessing the financial condition, operating results, profitability, liquidity, and capital structure<br>**15.1.8.C** Identify the components of the accounting cycle.<br>**15.1.12.E.** Perform accounting functions using technology as a tool.<br>**15.1.12.Y.** Determine and calculate taxable income and tax liability for both personal and business taxes. |
| **Big Idea:** | Accounting is a process for recording, analyzing, and reporting financial transactions that have a significant impact on the quality and integrity of business and personal decisions. |
| **Essential Questions:** | What are students' options for particular careers in accounting, education and certification requirements, and within organizations? |

What are the professional and governmental agencies that set policies in the field of accounting?
How can students analyze business transactions using T-accounts to understand their impact on a business?
What procedure can students follow to analyze, journalize, and post transactions to general and subsidiary ledgers?
How can students determine the different expenses and journalize those transactions?
What are the different financial statements and how are they reported according to the sole proprietorship?
How will students reconcile accounts in a cash control system?
How will students prepare financial statements and explain their relevance?

| **Competency** | **Vocabulary** | **Strategy** | **Resource** |
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| • Demonstrate an understanding of the fundamental accounting principles (GAAP) by classifying items as assets, liabilities or owner's equity.<br>• Identify and explain classification of accounts within assets, liabilities, and owner's equity (capital, revenue, expenses)<br>• Explain how and why accounting principles provide guidance and structure for preparing financial statements.<br>• Analyze business transactions using source documents and the effect on the accounting equation<br>• Apply the double-entry system of accounting to record business transactions for different types of business ownership<br>• Apply principles of Accrual Accounting to prepare a Trial Balance, recording adjusting | Asset, liability, owner's equity, GAAP, accounting equation, service business, merchandising business, proprietorship, partnership, corporation, transaction, account, account balance, account title, capital, balance sheet, revenue, sale on account, expense, withdrawals, debit, credit, normal balance, T account, chart of accounts, journal, journalizing, entry, general journal, source document, double-entry accounting, invoice, sales invoice, memorandum, ledger, general ledger, account number, file maintenance, opening an account, posting, endorsement, blank endorsement, special endorsement, restrictive | Chapter information outlines, graphic organizers, demonstration, class discussion, independent mastery, formative assessment, summative assessment, Automated Accounting Online | Textbook<br>Working papers<br>Graphic organizers<br>Calculator<br>Computer<br>Internet access |

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| entries, and record closing entries for a given fiscal period<br>• Explain how and why accounting principles provide guidance and structure for preparing financial statements.<br>• Prepare financial statements including the Balance Sheet, Income Statement and Statement of Owner's Equity.<br>• Describe the inter-relationships among the statements.<br>• Assess the financial condition and operating results of a business using the information included in the financial statements.<br>• Analyze and interpret financial statements and information to make sound business decisions.<br>• Complete an analysis of an organization's financial statements in order to communicate financial data to stakeholders<br>• Describe the users and uses of financial information<br>• Assess the ethical responsibilities of the accounting and/or financial professionals | endorsement, postdated check, bank statement, dishonored check, electronic funds transfer, debit card, credit card, petty cash, petty cash slip, fiscal period, worksheet, trial balance, adjustments, income statement, net income or loss, component percentage, adjusting entries, permanent and temporary accounts, closing entries, post-closing trial balance, accounting cycle. | | |

**Unit Title:** Accounting for a Merchandising Business Organized as a ***Partnership***

**Suggested time frame:** 12 weeks

**Standards:**

**15.1.12.C.** Analyze business transactions using T-accounts to determine their impact on a business
**15.1.12.D.** Analyze, journalize, and post transactions to general and subsidiary ledgers.
**15.1.12.K.** Describe, calculate, and journalize the sales and cost of sales including purchases, transportation costs, sales taxes, and trade discounts.
**15.1.12.L.** Describe and explain the criteria used to determine expenses and journalize the expense transactions.
**15.1.12.M.** Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.
**15.1.12.N** Explain how the different forms of business ownership and business operations are reported on financial statements.
**15.1.12.Q** Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance
**15.1.12.S.** Analyze and perform a horizontal and vertical analysis of the income statement and balance sheet.
**15.1.12.U** Assess capital structure by calculating and interpreting financial ratios
**15.1.12.V** Analyze and explain the use of industry averages in assessing the financial condition, operating results, profitability, liquidity, and capital structure.
**15.1.12.Y** Determine and calculate taxable income and tax liability for both personal and business taxes.
**15.1.8.C** Identify the components of the accounting cycle.
**15.1.12.E.** Perform accounting functions using technology as a tool.

**Big Idea:** Accounting is a process for recording, analyzing, and reporting financial transactions that has a significant impact on the quality and integrity of business and personal decisions.

**Essential Questions:**

What procedure can students follow to analyze, journalize, and post transactions to general and subsidiary ledgers?
How do students determine the different expenses and journalize those transactions?
What are the different financial statements and how are they reported according to the partnership?
How do students prepare financial statements and explain their relevance?

How do students calculate and journalize sales, cost of sales, and sales taxes?
How do students calculate and journalize gross pay, payroll deductions, and net pay including regular and overtime wages?
How do students perform a vertical analysis of the income statement?
How do students calculate and interpret financial ratios using industry averages?
How do students calculate taxable income and tax liability for personal and business taxes?

| Competency | Vocabulary | Strategy | Resource |
|---|---|---|---|
| • Demonstrate an understanding of the fundamental accounting principles (GAAP) by classifying items as assets, liabilities or owner's equity.<br>• Identify and explain classification of accounts within assets, liabilities and owner's equity (capital, revenue, expenses)<br>• Analyze business transactions using source documents and the effect on the accounting equation<br>• Apply the double-entry system of accounting to record business transactions for different types of business ownership<br>• Apply principles of Accrual Accounting to prepare a Trial Balance, recording adjusting entries, and record closing entries for a given fiscal period<br>• Explain how and why accounting principles provide guidance and structure for preparing financial statements.<br>• Prepare financial statements including the Balance Sheet, Income Statement and Statement of Owner's Equity. | Asset, liability, owner's equity, accounting equation, merchandising business, retail merchandising business, merchandise, wholesale merchandising business, cost of merchandise, markup, vendor, purchase invoice, terms of sale, cash sale, credit card sale, cash receipts journal, subsidiary ledger, accounts payable ledger, accounts receivable ledger, controlling account, schedule of accounts payable, schedule of accounts receivable, salary, payroll, pay period, total earnings, payroll taxes, withholding allowances, social security tax, Medicare tax, tax base, payroll register, net pay, employee earnings record, federal unemployment tax, state unemployment tax, cost of merchandise sold, gross profit on sales, distribution of net income statement, | Chapter information outlines, graphic organizers, demonstration, class discussion, independent mastery, formative assessment, summative assessment, Automated Accounting Online | Textbook<br>Working papers<br>Graphic organizers<br>Calculator<br>Computer<br>Internet Access |

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| • Describe the inter-relationships among the statements.<br>• Assess the financial condition and operating results of a business using the information included in the financial statements.<br>• Analyze and interpret financial statements and information to make sound business decisions.<br>• Complete an analysis of an organization's financial statements in order to communicate financial data to stakeholders<br>• Describe the users and uses of financial information<br>• Assess the ethical responsibilities of the accounting and/or financial professionals | owner's equity statement, supporting schedule, inventory, merchandise inventory, purchases journal, special amount column, cash payments journal, general amount column, customer, sales tax, sales journal, partnership, capital, balance sheet, revenue, sale on account, expense, withdrawals, debit, credit, normal balance, journal, journalizing, entry, general journal, source document, double-entry accounting, invoice, sales invoice, memorandum, ledger, general ledger, account number, posting, petty cash, petty cash slip, fiscal period, worksheet, trial balance, adjustments, income statement, net income or loss, component percentage, adjusting entries, permanent and temporary accounts, closing entries, post-closing trial balance, accounting cycle. | | |

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| **Unit Title:** | Capstone Project---Accounting Simulation |
| **Suggested time frame:** | 6 weeks |
| **Standards:** | **15.1.12.D.** Analyze, journalize, and post transactions to general and subsidiary ledgers.<br>**15.1.12.L.** Describe and explain the criteria used to determine expenses and journalize the expense transactions.<br>**15.1.12.M.** Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.<br>**15.1.12.N** Explain how the different forms of business ownership and business operations are reported on financial statements.<br>**15.1.12.P** Analyze and perform the reconciliation of accounts<br>**15.1.12.Q** Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance<br>**15.1.12.S.** Analyze and perform a horizontal and vertical analysis of the income statement and balance sheet.<br>**15.1.12.U** Assess capital structure by calculating and interpreting financial ratios<br>**15.1.12.V** Analyze and explain the use of industry averages in assessing the financial condition, operating results, profitability, liquidity, and capital structure<br>**15.1.8.C** Identify the components of the accounting cycle.<br>**15.1.12.Y.** Determine and calculate taxable income and tax liability for both personal and business taxes. |
| **Big Idea:** | Accounting is a process for recording, analyzing, and reporting financial transactions that have a significant impact on the quality and integrity of business and personal decisions. |

**Essential Questions:**

What procedure can students follow to analyze, journalize, and post transactions to general and subsidiary ledgers?
How do students maintain a checking account, and reconcile at the end of each month?
How do students determine the different expenses and journalize those transactions?
What are the different financial statements and how are they reported according to the different forms of business ownership?
How do students prepare financial statements and explain their relevance?
How do students calculate and journalize sales, cost of sales, and sales taxes?
How do students calculate and journalize gross pay, payroll deductions, and net pay including regular and overtime wages?
How do students perform a vertical analysis of the income statement?
How do students calculate and interpret financial ratios using industry averages?
How do students calculate taxable income and tax liability for personal and business taxes?

| Competency | Vocabulary | Strategy | Resource |
|---|---|---|---|
| • Demonstrate an understanding of the fundamental accounting principles (GAAP) by classifying items as assets, liabilities or owner's equity.<br>• Identify and explain classification of accounts within assets, liabilities and owner's equity (capital, revenue, expenses)<br>• Analyze business transactions using source documents and the effect on the accounting equation<br>• Apply the double-entry system of accounting to record business transactions for different types of business ownership<br>• Apply principles of Accrual Accounting to prepare a Trial Balance, recording adjusting entries, and record closing entries for a given fiscal period | Asset, liability, owner's equity, accounting equation, merchandising business, retail merchandising business, merchandise, wholesale merchandising business, cost of merchandise, markup, vendor, purchase invoice, terms of sale, cash sale, credit card sale, cash receipts journal, subsidiary ledger, accounts payable ledger, accounts receivable ledger, controlling account, schedule of accounts payable, schedule of accounts receivable, salary, payroll, pay period, total earnings, payroll taxes, withholding allowances, | Demonstration, class discussion, independent mastery, formative assessment | Textbook<br>Chapter Notes<br>Calculator<br>Source Documents<br>Check Register<br>Reconciliation forms<br>General Ledger<br>Subsidiary Ledgers<br>General, Accounts Receivable, Accounts Payable, Sales and Purchases Journals<br>Payroll register<br>Individual earnings records<br>8-column worksheet<br>Financial Reports<br>End-of-fiscal period worksheets |

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| • Prepare financial statements including the Balance Sheet, Income Statement and Statement of Owner's Equity.<br>• Describe the inter-relationships among the statements.<br>• Assess the financial condition and operating results of a business using the information included in the financial statements.<br>• Assess the ethical responsibilities of the accounting and/or financial professionals | social security tax, Medicare tax, tax base, payroll register, net pay, employee earnings record, federal unemployment tax, state unemployment tax, cost of merchandise sold, gross profit on sales, distribution of net income statement, owner's equity statement, supporting schedule, inventory, merchandise inventory, purchases journal, special amount column, cash payments journal, general amount column, customer, sales tax, sales journal, partnership, capital, balance sheet, revenue, sale on account, expense, withdrawals, debit, credit, normal balance, journal, journalizing, entry, general journal, source document, double-entry accounting, invoice, sales invoice, memorandum, ledger, general ledger, account number, posting, petty cash, petty cash slip, fiscal period, worksheet, trial balance, adjustments, income statement, net income or loss, component percentage, adjusting entries, permanent and temporary accounts, closing entries, post-closing trial balance, accounting cycle. | | |