

Accounting I /9th - 12th Grade

Teacher: Laurie Collings
September 2020

Content	Skills	Learning Targets	Standards	Assessment	Resources & Technology
<p>CEQ: •WHAT IS ACCOUNTING? •HOW DO YOU PERFORM THE ACCOUNTING FUNCTIONS FOR A SERVICE BUSINESS ORGANIZED AS A PROPRIETORSHIP?</p> <p><i>UEQ:</i> •Who are the different users of accounting information? •How do you classify accounts as assets, liabilities, or owner's equity and demonstrate their relationship in the accounting equation? •How do you analyze the effects of transactions on the accounting equation? •How do transactions increase and decrease owner's equity? •What is the difference between expenses and</p>					

<p><i>liabilities?</i></p> <p>Starting a Proprietorship: Changes that Affect the Accounting Equation</p> <ol style="list-style-type: none"> 1. Accounting in Action 2. How Business Activities Change the Accounting Equation 3. How Transactions Change Owner's Equity in an Accounting Equation 	<p>Starting a Proprietorship: Changes that Affect the Accounting Equation</p> <ol style="list-style-type: none"> 1. Describe the different users of accounting information. 2. Prepare a net worth statement and explain its purpose. 3. Classify accounts as assets, liabilities, or owner's equity and demonstrate their relationship in the accounting equation. 4. Analyze the effects of transactions on the accounting equation. 5. Distinguish between cash and on account transactions. 6. Compare and contrast the types of transactions that increase and decrease owner's equity. 7. Explain the difference between expenses and liabilities. 	<p>Starting a Proprietorship: Changes that Affect the Accounting Equation</p> <p>LT1. I can describe the different users of accounting information.</p> <p>LT2. I can prepare a net worth statement and explain its purpose.</p> <p>LT3. I can classify accounts as assets, liabilities, or owner's equity and demonstrate their relationship in the accounting equation.</p> <p>LT4. I can analyze the effects of transactions on the accounting equation.</p> <p>LT5. I can distinguish between cash and on account transactions.</p> <p>LT6. I can compare and contrast the types of transactions that increase and decrease owner's equity.</p> <p>LT7. I can explain the difference between expenses and liabilities.</p>	<p>Starting a Proprietorship: Changes that Affect the Accounting Equation</p> <p>NBEA Accounting Standard II Financial Reports</p> <p>NBEA Accounting Standard IV Accounting Principles</p> <p>NBEA Accounting Standard V Accounting Process</p>	<p>Starting a Proprietorship: Changes that Affect the Accounting Equation</p> <p>CFA = Work Together & On Your Own Problems 1-1, Application 1-1; LT1 & LT2</p> <p>CFA = Work Together & On Your Own Problems 1-2, Application 1-2.1 & 1-2.2; LT3, LT4 & LT5</p> <p>CFA = Work Together & On Your Own Problems 1-3, Application 1-3 LT6 & LT7</p> <p>CFA = Mastery and Challenge Problems LT4, LT5 & LT6</p> <p>CSA = Chapter 1 Test</p>	<p>Starting a Proprietorship: Changes that Affect the Accounting Equation</p> <p>Textbook: Century 21 Accounting: Multicolumn Journal 11e: Chapter 1</p> <p>Technology:</p> <p>Cengage Mindtap for Century 21 Accounting: Multicolumn Journal 11e</p> <p>Key Vocabulary</p> <p>accounting, accounting system, financial statements, net worth statement, asset, liability, personal net worth, equity, ethics, business ethics, service business, proprietorship, GAAP, equities, owner's equity, accounting equation, transaction, account, account title, account</p>
---	--	---	---	---	--

<p><i>UEQ:</i></p> <ul style="list-style-type: none"> •What is the relationship between the accounting equation and a T account? •What are the debit and credit side, the increase and decrease side, and the balance side of various accounts? •What are the two rules that are associated with the increase side of an account? •What are the four questions necessary to analyze transactions for starting a business into debit and credit parts? •How do you analyze transactions for operating a business into debit and credit parts? 					<p>balance, capital account, creditor, revenue, sale on account, expense, withdrawals</p>
<p>Analyzing Transactions into Debit and Credit Parts</p> <ol style="list-style-type: none"> 1. Using T Accounts 2. Analyzing How Transactions Affect Accounts 3. Analyzing How 	<p>Analyzing Transactions into Debit and Credit Parts</p> <ol style="list-style-type: none"> 1. Show the relationship between the accounting equation and a T account. 2. Identify the debit and credit side, the increase and decrease side, and the 	<p>Analyzing Transactions into Debit and Credit Parts</p> <p>LT1. I can show the relationship between the accounting equation and a T account.</p> <p>LT2. I can identify the debit</p>	<p>Analyzing Transactions into Debit and Credit Parts</p> <p>NBEA Accounting Standard II Financial Reports</p> <p>NBEA Accounting</p>	<p>Analyzing Transactions into Debit and Credit Parts</p> <p>CFA = Work Together & On Your Own Problems 2-1, Application 2-1; LT1, LT2, & LT3</p>	<p>Analyzing Transactions into Debit and Credit Parts</p> <p>Textbook: Century 21 Accounting: Multicolumn Journal 11e: Chapter 2</p>

<p>Transactions Affect Owner's Equity Accounts</p> <p><i>UEQ:</i></p> <ul style="list-style-type: none"> •What is a journal and why is it used to record transactions? •What are the different types of source documents? •What are the four parts of a journal entry? •How do you analyze and record transactions in a journal? •How do you prove and rule a journal and prove cash? •How do you identify and correct errors using standard accounting 	<p>balance side of various accounts.</p> <p>3. Restate and apply the two rules that are associated with the increase side of an account.</p> <p>4. Restate and apply the four questions necessary to analyze transactions for starting a business into debit and credit parts.</p> <p>5. Analyze transactions for operating a business into debit and credit parts.</p>	<p>and credit side, the increase and decrease side, and the balance side of various accounts.</p> <p>LT3. I can restate and apply the two rules that are associated with the increase side of an account.</p> <p>LT4. I can restate and apply the four questions necessary to analyze transactions for starting a business into debit and credit parts.</p> <p>LT5. I can analyze transactions for operating a business into debit and credit parts.</p>	<p>Standard IV Accounting Principles NBEA Accounting Standard V Accounting Process</p>	<p>CFA = Work Together & On Your Own Problems 2-2, Application 2-2; LT4</p> <p>CFA = Work Together & On Your Own Problems 2-3, Application 2-3; LT5</p> <p>CFA = Mastery and Challenge Problems LT4 & LT5</p> <p>CSA = Chapter 2 Test</p>	<p>Technology: Cengage Mindtap for Century 21 Accounting: Multicolumn Journal 11e</p> <p>Key Vocabulary T account, debit, credit, normal balance, chart of accounts, accounts payable, accounts receivable</p>
---	---	--	--	---	--

<p><i>practices?</i></p> <p>Journalizing Transactions 1. Recording Transactions and the Multicolumn Journal 2. Transactions Affecting Prepaid Insurance and Supplies 3. Transactions Affecting Owner's Equity and Asset Accounts 4. Proving and Ruling a Journal</p>	<p>Journalizing Transactions 1. Define what a journal is and explain why it is used to record transactions. 2. Compare and contrast different types of source documents. 3. Identify the four parts of a journal entry. 4. Analyze and record cash transactions using source documents. 5. Analyze and record transactions for buying and paying on account. 6. Analyze and record transactions that affect owner's equity. 7. Analyze and record sales and receipt of cash on account. 8. Prove and rule a journal. 9. Demonstrate how to prove cash. 10. Identify and correct errors using standard accounting practices.</p>	<p>Journalizing Transactions LT1. I can define what a journal is and explain why it is used to record transactions. LT2. I can compare and contrast different types of source documents. LT3. I can identify the four parts of a journal entry. LT4. I can analyze and record cash transactions using source documents. LT5. I can analyze and record transactions for buying and paying on account. LT6. I can analyze and record transactions that affect owner's equity. LT7. I can analyze and record sales and receipt of cash on account. LT8. I can prove and rule a journal. LT9. I can demonstrate how to prove cash. LT10. I can identify and correct errors using standard accounting practices.</p>	<p>Journalizing Transactions NBEA Accounting Standard II Financial Reports NBEA Accounting Standard IV Accounting Principles NBEA Accounting Standard V Accounting Process</p>	<p>Journalizing Transactions CFA = Work Together & On Your Own Problems 3-1, Application 3-1; LT1, LT2, LT3, & LT4 CFA = Work Together & On Your Own Problems 3-2, Application 3-2; LT3, LT4, & LT5 CFA = Work Together & On Your Own Problems 3-3, Application 3-3; LT 3, LT4, LT5, LT6 & LT7 CFA = Work Together & On Your Own Problems 3-4, Application 3-4.1 & 3-4.2; LT3, LT4, LT5, LT6, LT7, LT8, & LT9 CFA = Mastery and Challenge Problems LT3, LT4, LT5, LT6,</p>	<p>Journalizing Transactions Textbook: Century 21 Accounting: Multicolumn Journal 11e: Chapter 3 Technology: Cengage Mindtap for Century 21 Accounting: Multicolumn Journal 11e Key Vocabulary journal, journalizing, entry, double-entry accounting, source document, check, invoice, sales invoice, receipt, memorandum, proving cash</p>
---	--	--	--	--	---

<p><i>UEQ:</i></p> <ul style="list-style-type: none"> •How do you construct a chart of accounts for a service business organized as a proprietorship? •How do you apply file maintenance principles to update a chart of accounts? •How do you open general ledger accounts and post from a journal to a ledger? •How do you analyze incorrect journal entries and prepare correcting entries? •How do you correct errors made during the posting process? <p>Posting to a General Ledger</p> <ol style="list-style-type: none"> 1. Using Accounts and Preparing and Maintaining a Chart of Accounts 2. Posting Separate Amounts from a Journal to a General Ledger 3. Posting Column Totals from a Journal to a General Ledger 4. Journalizing Correcting Entries and Correcting Posting Errors 	<p>Posting to a General Ledger</p> <ol style="list-style-type: none"> 1. Construct a chart of accounts for a service business organized as a proprietorship. 2. Demonstrate correct principles for numbering accounts. 3. Apply file maintenance principles to update a chart of accounts. 4. Complete the steps necessary to open general 	<p>Posting to a General Ledger</p> <p>LT1. I can construct a chart of accounts for a service business organized as a proprietorship.</p> <p>LT2. I can demonstrate correct principles for numbering accounts.</p> <p>LT3. I can apply file maintenance principles to update a chart of accounts.</p> <p>LT4. I can complete the steps necessary to open</p>	<p>Posting to a General Ledger</p> <p>NBEA Accounting Standard II Financial Reports</p> <p>NBEA Accounting Standard IV Accounting Principles</p> <p>NBEA Accounting Standard V Accounting Process</p>	<p>LT7, LT8 & LT9</p> <p>CSA = Chapter 3 Test</p> <p>Posting to a General Ledger</p> <p>CFA = Work Together & On Your Own Problems 4-1, Application 4-1; LT1, LT2, LT3, & LT4</p> <p>CFA = Work Together & On Your Own Problems 4-2, Application 4-2; LT5</p> <p>CFA = Work Together</p>	<p>Posting to a General Ledger</p> <p>Textbook: Century 21 Accounting: Multicolumn Journal 11e: Chapter 4</p> <p>Technology:</p> <p>Cengage Mindtap for Century 21 Accounting: Multicolumn Journal 11e</p>
--	---	--	--	---	--

<p><i>UEQ:</i></p> <ul style="list-style-type: none"> •How do you record a deposit on a check stub? •How do you endorse and prepare checks? •How do you complete a bank statement reconciliation? •How do you journalize electronic funds transfers and debit card transactions? •How do you establish and replenish a petty cash fund? <p>Cash Control Systems</p> <ol style="list-style-type: none"> 1. Checking Accounts 2. Bank Reconciliation 3. Dishonored Checks and Electronic Banking 	<p>ledger accounts.</p> <ol style="list-style-type: none"> 5. Post amounts from the General Debit and General Credit columns of a journal. 6. Post column totals from a journal to ledger accounts. 7. Analyze incorrect journal entries and prepare correcting entries. 8. Demonstrate how to correct errors made during the posting process. <p>Cash Control Systems</p> <ol style="list-style-type: none"> 1. Record a deposit on a check stub. 2. Endorse checks using blank, special, and restrictive 	<p>general ledger accounts.</p> <p>LT5. I can post amounts from the General Debit and General Credit columns of a journal.</p> <p>LT6. I can post column totals from a journal to ledger accounts.</p> <p>LT7. I can analyze incorrect journal entries and prepare correcting entries.</p> <p>LT8. I can demonstrate how to correct errors made during the posting process.</p> <p>Cash Control Systems</p> <p>LT1. I can record a deposit on a check stub.</p> <p>LT2. I can endorse checks using blank, special, and</p>	<p>Cash Control Systems</p> <p>NBEA Accounting Standard II Financial Reports</p>	<p>& On Your Own Problems 4-3, Application 4-3; LT6</p> <p>CFA = Work Together & On Your Own Problems 4-4, Application 4-4; LT7 & LT8</p> <p>CFA = Mastery and Challenge Problems LT3, LT4, LT5, & LT6</p> <p>CSA = Chapter 4 Test</p> <p>Cash Control Systems</p> <p>CFA = Work Together & On Your Own Problems 5-1, Application 5-1; LT1,</p>	<p>Key Vocabulary</p> <p>ledger, general ledger, account number, file maintenance, opening an account, posting, correcting entry</p> <p>Cash Control Systems</p> <p>Textbook: Century 21 Accounting:</p>
---	---	---	---	--	--

<p>4. Petty Cash</p> <p><i>UEQ:</i></p> <ul style="list-style-type: none"> •How do you prepare a work sheet? •How do you find errors on a work sheet? •How do you journalize and post the adjusting entries for 	<p>endorsements.</p> <p>3. Prepare a check stub and a check.</p> <p>4. Complete a bank statement reconciliation.</p> <p>5. Record and journalize a bank service charge.</p> <p>6. Complete recordkeeping for a dishonored check.</p> <p>7. Journalize an electronic funds transfer.</p> <p>8. Journalize a debit card transaction.</p> <p>9. Establish a petty cash fund.</p> <p>10. Prepare a petty report.</p> <p>11. Replenish a petty cash fund.</p>	<p>restrictive endorsements.</p> <p>LT3. I can prepare a check stub and a check.</p> <p>LT4. I can complete a bank statement reconciliation.</p> <p>LT5. I can record and journalize a bank service charge.</p> <p>LT6. I can complete recordkeeping for a dishonored check.</p> <p>LT7. I can journalize an electronic funds transfer.</p> <p>LT8. I can journalize a debit card transaction.</p> <p>LT9. I can establish a petty cash fund.</p> <p>LT10. I can prepare a petty report.</p> <p>LT11. I can replenish a petty cash fund.</p>	<p>NBEA Accounting Standard IV</p> <p>Accounting Principles</p> <p>NBEA Accounting Standard V</p> <p>Accounting Process</p>	<p>LT2, & LT3</p> <p>CFA = Work Together & On Your Own Problems 5-2, Application 5-2; LT4 & LT5</p> <p>CFA = Work Together & On Your Own Problems 5-3, Application 5-3; LT6, LT7, & LT8</p> <p>CFA = Work Together & On Your Own Problems 5-4, Application 5-4 LT9, LT10, & LT11</p> <p>CFA = Mastery and Challenge Problems LT4, LT5, LT6, LT9, LT10 & LT11</p> <p>CSA = Chapter 5 Test</p>	<p>Multicolumn Journal 11e: Chapter 5</p> <p>Technology: Cengage Mindtap for Century 21 Accounting: Multicolumn Journal 11e</p> <p>Key Vocabulary checking account, deposit slip, endorsement, blank endorsement, special endorsement, restrictive endorsement, postdated check, voided check, bank statement, canceled check, dishonored check, non-sufficient funds check, electronic funds transfer, debit card, petty cash, petty cash slip, cash short, cash over</p>
--	--	--	---	---	--

<p><i>supplies and prepaid insurance?</i></p> <p>Work Sheet and Adjusting Entries for a Service Business</p> <ol style="list-style-type: none"> 1. Creating a Work Sheet 2. Planning Adjusting Entries on a Work Sheet 3. Completing the Work Sheet and Finding Errors on a Work Sheet 4. Journalizing and Posting Adjusting Entries 	<p>Work Sheet and Adjusting Entries for a Service Business</p> <ol style="list-style-type: none"> 1. Prepare the heading of a work sheet. 2. Prepare the trial balance section of a work sheet. 3. Analyze and explain the adjustments for supplies and prepaid insurance. 4. Complete the Adjustments columns of a work sheet. 5. Prepare the Balance Sheet and Income Statement columns of a work sheet. 6. Total and rule the work sheet. 7. Apply the steps for finding errors on a work sheet. 8. Journalize and post the adjusting entries for supplies and prepaid insurance. 	<p>Work Sheet and Adjusting Entries for a Service Business</p> <p>LT1. I can prepare the heading of a work sheet.</p> <p>LT2. I can prepare the trial balance section of a work sheet.</p> <p>LT3. I can analyze and explain the adjustments for supplies and prepaid insurance.</p> <p>LT4. I can complete the Adjustments columns of a work sheet.</p> <p>LT5. I can prepare the Balance Sheet and Income Statement columns of a work sheet.</p> <p>LT6. I can total and rule the work sheet.</p> <p>LT7. I can apply the steps for finding errors on a work sheet.</p> <p>LT8. I can journalize and post the adjusting entries for supplies and prepaid insurance.</p>	<p>Work Sheet and Adjusting Entries for a Service Business</p> <p>NBEA Accounting Standard V Accounting Process</p>	<p>Work Sheet and Adjusting Entries for a Service Business</p> <p>CFA = Work Together & On Your Own Problems 6-1, Application 6-1; LT1 & LT2</p> <p>CFA = Work Together & On Your Own Problems 6-2, Application 6-2; LT3 & LT4</p> <p>CFA = Work Together & On Your Own Problems 6-3, Application 6-3; LT5, LT6 & LT7</p> <p>CFA = Work Together & On Your Own Problems 6-4, Application 6-4; LT8</p> <p>CFA = Mastery and Challenge Problems LT1, LT2, LT3, LT4,</p>	<p>Work Sheet and Adjusting Entries for a Service Business</p> <p>Textbook: Century 21 Accounting: Multicolumn Journal 11e: Chapter 6</p> <p>Technology: Cengage Mindtap for Century 21 Accounting: Multicolumn Journal 11e</p> <p>Key Vocabulary fiscal period, fiscal year, work sheet, trial balance, prepaid expense, accrual basis of accounting, cash basis of accounting, adjustments, balance sheet, income statement, net income, net loss,</p>
---	---	--	--	---	---

<p><i>UEQ:</i></p> <ul style="list-style-type: none"> •How do you prepare an income statement for a service business? •How do you calculate and analyze financial ratios using income statement amounts? •How do you prepare a balance sheet for a service business organized as a proprietorship? <p>Financial Statements for a Proprietorship</p> <ol style="list-style-type: none"> 1. Preparing an Income Statement 2. Preparing a Statement of Owner's Equity and a Balance Sheet <p><i>UEQ:</i></p> <ul style="list-style-type: none"> •How do you journalize and post closing entries for a 	<p>Financial Statements for a Proprietorship</p> <ol style="list-style-type: none"> 1. Prepare an income statement for a service business. 2. Calculate and analyze financial ratios using income statement amounts. 3. Prepare a statement of owner's equity 3. Prepare a balance sheet for a service business organized as a proprietorship. 	<p>Financial Statements for a Proprietorship</p> <p>LT1. I can prepare an income statement for a service business.</p> <p>LT2. I can calculate and analyze financial ratios using income statement amounts.</p> <p>LT3. I can prepare a statement of owner's equity.</p> <p>LT3. I can prepare a balance sheet for a service business organized as a proprietorship.</p>	<p>Financial Statements for a Proprietorship</p> <p>NBEA Accounting Standard V Accounting Process</p>	<p>LT5, LT6 & LT8</p> <p>CSA = Chapter 6 Test</p> <p>Financial Statements for a Proprietorship</p> <p>CFA = Work Together & On Your Own Problems 7-1, Application 7-1; LT1 & LT2</p> <p>CFA = Work Together & On Your Own Problems 7-2, Application 7-2; LT3 & LT4</p> <p>CFA = Mastery and Challenge Problems LT1, LT2, LT3, LT4</p> <p>CSA = Chapter 7 Test</p>	<p>adjusting entries</p> <p>Financial Statements for a Proprietorship</p> <p>Textbook: Century 21 Accounting: Multicolumn Journal 11e: Chapter 7</p> <p>Technology:</p> <p>Cengage Mindtap for Century 21 Accounting: Multicolumn Journal 11e</p> <p>Key Vocabulary</p> <p>financial accounting, managerial</p>
---	---	---	--	---	--

<p><i>service business organized as a proprietorship?</i> •How do you prepare a post-closing trial balance?</p> <p>Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business 1. Recording Closing Entries 2. Preparing a Post-Closing Trial Balance</p>	<p>Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business 1. Journalize and post closing entries for a service business organized as a proprietorship. 2. Prepare a post-closing trial balance.</p>	<p>Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business LT1. I can journalize and post closing entries for a service business organized as a proprietorship. LT2. I can prepare a post-closing trial balance.</p>	<p>Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business NBEA Accounting Standard V Accounting Process</p>	<p>Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business CFA = Work Together & On Your Own Problems 8-1, Application 8-1; LT1 CFA = Work Together & On Your Own Problems 8-2, Application 8-2; LT2 CFA = Mastery and Challenge Problems LT1 & LT2 CSA = Chapter 8 Test CSA = Final - Reinforcement Activity 1 - Part A pages 153-155 & Part B page</p>	<p>accounting, statement of owner's' equity, financial ratio, ratio analysis, vertical analysis, return on sales (ROS)</p> <p>Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business Textbook: Century 21 Accounting: Multicolumn Journal 11e: Chapter 8</p> <p>Technology: Cengage Mindtap for Century 21 Accounting: Multicolumn Journal 11e</p> <p>Key Vocabulary permanent accounts, temporary accounts, closing entries, post-closing trial balances, accounting</p>
--	---	---	---	--	---

				238	cycle
--	--	--	--	-----	-------