

Course Title:	Accounting I
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Course Overview	Accounting I is a hands-on course that introduces the concepts Accounting I and procedures of keeping financial records for a business. (STEM) Students will use a computerized accounting program, Excel spreadsheets for financial statements, and desktop calculators throughout the course. This course is sequential in nature, so students will continuously build on prior learning. During this course, students will be provided with numerous opportunities to foster study and organization skills, time management, teamwork, good work ethics and acceptable workplace practices. All students are required to use a 3-ring binder to hold their work and notes for use as an accounting reference book. This course is invaluable for any student planning to own a business or major in post-secondary business. This course should be followed by Accounting II. Prerequisite: Successful completion of Algebra I or concurrently enrolled.
Length of Course	<input checked="" type="checkbox"/> Full year <input type="checkbox"/> Semester
Type of Course	<input type="checkbox"/> Humanities Required Credit <input type="checkbox"/> STEM Required Credit <input type="checkbox"/> Humanities Elective Credit <input checked="" type="checkbox"/> STEM Elective Credit <input type="checkbox"/> PE/Health Required Credit <input type="checkbox"/> Other
Grade Level	<input checked="" type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12
Prerequisites	None
Ledyard High School Vision of the Graduate	<p>Ledyard High School is a learning community dedicated to the cultivation of skills essential for our students' success in a rapidly-evolving society. At Ledyard High School, we believe our graduates should demonstrate the following:</p> <input checked="" type="checkbox"/> Collaboration - Colonel Graduates will demonstrate an ability to work effectively with others, sharing ideas, acknowledging one another's strengths, and collaborating to produce presentations, projects, performances, or events.

	<ul style="list-style-type: none"> <li>☑ Communication- Colonel Graduates will demonstrate an ability to communicate information clearly and effectively through a variety of media, including written, oral, visual, musical, and/or video productions.</li> <li>☑ Problem-Solving- Colonel Graduates will demonstrate an ability to solve problems of varying complexity across a variety of content areas.</li> <li>☑ Critical Thinking - Colonel Graduates will demonstrate critical thinking skills to find solutions, support arguments, and overcome challenges in a variety of content areas.</li> <li>☑ Perseverance - Colonel Graduates will demonstrate perseverance in academic and extracurricular settings by working through and past obstacles in pursuit of goals.</li> <li>☑ Creativity - Colonel Graduates will demonstrate creativity through their participation in fine arts courses as well as through their inventive approaches to learning activities in a variety of settings.</li> </ul>
VOG Portfolio Component	Travel Project Tenet: Critical Thinking

Unit 1: Starting a Proprietorship: Changes that Affect the Accounting Equation		Pacing: 18 Blocks
Description	Every day, numerous business activities take place. All of these activities involve numbers. However numbers alone cannot be used to make all business decisions. For instance, knowing how many bottles of a product were sold is important, but the data does not tell whether the store is making a profit. Data must be recorded and reported in accounting reports. Then, the information can be provided to business owners, managers, investors, and others to make business decisions and measure performance.	
Essential Questions	<ol style="list-style-type: none"> <li>1. What is accounting?</li> <li>2. Why is accounting called a language of business?</li> <li>3. Why is ethics so important in business and accounting?</li> </ol>	
Learning Objectives	<p><u>The students will be able to:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Describe the different users of accounting information</li> <li><input type="checkbox"/> Prepare a net worth statement and explain its purpose</li> <li><input type="checkbox"/> Classify accounts as assets, liabilities, or owner’s equity and demonstrate their relationship in the accounting equation.</li> <li><input type="checkbox"/> Analyze the effects of transaction on the accounting equation</li> <li><input type="checkbox"/> Distinguish between cash and on account transactions</li> <li><input type="checkbox"/> Compare and contrast the types of transactions that increase and decrease owner’s equity</li> <li><input type="checkbox"/> Explain the difference between expenses and liabilities</li> </ul>	
Application of Learning Objectives	<ul style="list-style-type: none"> <li>● Complete the skeleton notes while reviewing the PowerPoint Presentations</li> <li>● Do the work together along with the teacher in completing a worksheet online self-assessed</li> <li>● Complete the on your own worksheet and self-assess</li> </ul>	
Vocabulary	Account	Expense
	Account Title	Financial statements
	Account Balance	GAAP
	Accounting	Liability
	Accounting Equation	Net Worth statements
	Accounting systems	Owner’s Equity
	Asset	Personal Net Worth
	Business Ethics	Proprietorship
	Business Plan	Revenue
	Capital Account	Sale on Account
	Creditor	Service Business
	Equities	Transaction
	Equity	Withdrawal
	Ethics	
CT Business Standards	<u>CT Business and Finance Technology Content Area Accounting A2</u> : Explain the need for a code of ethics in accounting and ethical responsibilities required of accountants	

	<p><u>CT Business and Finance Technology Content Area Accounting B3</u>: Define assets, liabilities, equity , revenue, expenses, gains, and losses</p> <p><u>CT Business and Finance Technology Content Area Accounting C15</u>: Analyze and describe how basic business transactions impact the accounting equation</p>
Resources	<p>On-line Book - Cengage</p> <p>Internet</p> <p>PowerPoints</p> <p>Online Activities</p> <p>Worksheets</p>
Assessments	<p>Applications in the online workbook including application 1.1, 1.2, 1.3</p> <p>Mastery Problem</p> <p>Challenge Problem</p> <p>Group Worksheet identifying assets, liabilities and owner’s equity</p> <p>Terms (vocabulary) Review online quizzes</p> <p>Chapter Test</p>

## Unit 2: Analyzing Transactions into Debit and Credit Parts

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Description	The effects of transactions are recorded in an accounting equation. This procedure is not practical in an actual accounting system. Because of the number of accounts used by most businesses, recording transactions in the accounting equation would be cumbersome. Therefore, a separate record is commonplace for each account. The accounting equation can be represented as a T account.
Essential Questions	<ol style="list-style-type: none"> <li>1. Why is analyzing revenue, expenses and withdrawal transactions into debit and credit parts the basis of accounting?</li> <li>2. What are the four questions used to analyze a transaction?</li> <li>3. Why are just two accounts affected for each transaction?</li> </ol>
Learning Objectives	<p><u>The students will be able to:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show the relationship between the accounting equation and a T account</li> <li><input type="checkbox"/> Identify the debit and credit side, the increase and the decrease side of various accounts</li> <li><input type="checkbox"/> Restate and apply the two rules that are associated with the increase side of an account</li> <li><input type="checkbox"/> Restate and apply the four questions necessary to analyze transactions for starting a business into debit and credit parts</li> <li><input type="checkbox"/> Analyze transactions for operating a business into debit and credit parts</li> </ul>
Application of Learning Objectives	<ul style="list-style-type: none"> <li>● Complete the skeleton notes while reviewing the PowerPoint Presentations</li> <li>● Do the work together along with the teacher in completing a worksheet online self-assessed</li> <li>● Complete the on your own worksheet and self-assess</li> </ul>
Vocabulary	<p>Accounts Payable Account Receivable Chart Accounts Credit Debit Normal Balance T Account</p>
CT Business Standards	<p><u>CT Business and Finance Technology Content Area Accounting B11</u>: Describe and record equity-related transactions</p> <p><u>CT Business and Finance Technology Content Area Accounting B14</u>: Describe and record expense-related transactions</p> <p><u>CT Business and Finance Technology Content Area Accounting C15</u>: Analyze and describe how basic business transactions impact the accounting equation</p>
Resources	<p>On-line Book - Cengage Internet PowerPoints</p>

	Online Activities Worksheets
Assessments	Applications in the online workbook including application 2.1, 2.2, 2.3 Mastery Problem Challenge Problem Group Worksheet analyzing transactions Terms (vocabulary) Review online quizzes Chapter Test

## Unit 3: Recording Transactions in a General Journal

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Description	Transactions are analyzed into debit and credit parts using the accounting equation and T accounts. Transactions could be recorded this way in a business. However, as the number of accounts increases, the accounting equation would become very wide and difficult to use. A form for recording transactions in chronological order is called a journal.
Essential Questions	<ol style="list-style-type: none"> <li>1. How are transactions of a business recorded regarding GAAP reporting rules?</li> <li>2. How do we identify and correct errors using standard accounting practices?</li> </ol>
Learning Objectives	<p><u>The students will be able to:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Define what a journal is and explain why it is used to record transactions</li> <li><input type="checkbox"/> Compare and contrast different types of source documents</li> <li><input type="checkbox"/> Identify the four parts of a journal entry</li> <li><input type="checkbox"/> Analyze and record cash transactions using source documents</li> <li><input type="checkbox"/> Analyze and record transactions for buying and paying on account</li> <li><input type="checkbox"/> Analyze and record transactions that affect owner's equity</li> <li><input type="checkbox"/> Analyze and record sales and receipt of cash on account</li> <li><input type="checkbox"/> Demonstrate when to end and how to start a new journal page</li> <li><input type="checkbox"/> Identify and correct errors using standard accounting practices</li> </ul>
Application of Learning Objectives	<ul style="list-style-type: none"> <li>● Complete the skeleton notes while reviewing the PowerPoint Presentations</li> <li>● Do the work together along with the teacher in completing a worksheet online self-assessed</li> <li>● Complete the on your own worksheet and self-assess</li> </ul>
Vocabulary	<p>Check Double-Entry Accounting Entry Invoice Journal Journalizing Memorandum Receipt Sales Invoice Source Documents</p>
CT Business Standards	<p><u>CT Business and Finance Technology Content Area Accounting B11:</u> Describe and record equity-related transactions</p> <p><u>CT Business and Finance Technology Content Area Accounting B14:</u> Describe and record expense-related transactions</p> <p><u>CT Business and Finance Technology Content Area Accounting C15:</u> Analyze and describe how basic business transactions impact the accounting equation</p>

Resources	On-line Book - Cengage Internet Power Points Online Activities Worksheets
Assessments	Applications in the online workbook including application 2.1, 2.2, 2.3 Mastery Problem Challenge Problem Group Worksheet analyzing transactions Terms (vocabulary) Review online quizzes Chapter Test



## Unit 4: Posting from a General Journal to a General Ledger

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Description	A journal is a permanent record of the debit and credit parts of each transaction with transactions recorded in chronological order. However, a journal does not show, in one place, all the changes in a single account. If only a journal is used, a business must search through all journal pages to find items affecting a single account balance. For this reason a form is used to summarize in one place all the changes to a single account.
Essential Questions	<ol style="list-style-type: none"> <li>1. What is the importance of the four parts of a journal entry?</li> <li>2. Why is a chart of accounts important and how is it utilized?</li> <li>3. Why are source documents important?</li> </ol>
Learning Objectives	<p><u>The students will be able to:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Construct a chart of accounts for a service business organized as a proprietorship</li> <li><input type="checkbox"/> Demonstrate correct principles for numbering accounts</li> <li><input type="checkbox"/> Apply file maintenance principles to update a chart of accounts</li> <li><input type="checkbox"/> Complete the steps necessary to open general ledger accounts</li> <li><input type="checkbox"/> Post amounts from a general journal</li> <li><input type="checkbox"/> Demonstrate how to prove cash</li> <li><input type="checkbox"/> Analyze incorrect journal entries and prepare correcting entries</li> <li><input type="checkbox"/> Demonstrate how to correct errors made during the posting process</li> </ul>
Application of Learning Objectives	<ul style="list-style-type: none"> <li>● Complete the skeleton notes while reviewing the PowerPoint Presentations</li> <li>● Do the work together along with the teacher in completing a worksheet online self-assessed</li> <li>● Complete the on your own worksheet and self-assess</li> </ul>
Vocabulary	<p>Account Number Correcting Entry File Maintenance General Ledger Ledger Opening an Account Posting Proving Cash</p>
CT Business Standards	<p><u>CT Business and Finance Technology Content Area Accounting B5:</u> Record transactions affecting accounts receivable, including uncollectible accounts, write-offs, and recoveries</p> <p><u>CT Business and Finance Technology Content Area Accounting B11:</u> Describe and record equity-related transactions</p> <p><u>CT Business and Finance Technology Content Area Accounting B12:</u> Describe and record revenue- related transactions</p>

	<p><u>CT Business and Finance Technology Content Area Accounting B14</u>: Describe and record expense-related transactions</p> <p><u>CT Business and Finance Technology Content Area Accounting C15</u>: Analyze and describe how basic business transactions impact the accounting equation</p>
Resources	<p>On-line Book - Cengage</p> <p>Internet</p> <p>Power Points</p> <p>Online Activities</p> <p>Worksheets</p>
Assessments	<p>Applications in the online workbook including application 4.1, 4.2, 4.3</p> <p>Mastery Problem</p> <p>Challenge Problem</p> <p>Group Worksheet recording transactions</p> <p>Terms (vocabulary) Review online quizzes</p> <p>Chapter Test</p>

## Unit 5: Cash Control Systems

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Description	In accounting, money is usually referred to as cash. Most businesses make major cash payments by check. However, small cash payments for items such as postage and some supplies may be made from a cash fund kept at the place of business. Because cash transactions occur more frequently than other types of transactions, more chances occur to make recording errors affecting cash.	
Essential Questions	<ol style="list-style-type: none"> <li>1. How do Businesses Use Cash?</li> <li>2. Why is Bank Reconciliation an important step in the cash control system?</li> </ol>	
Learning Objectives	<p><u>The students will be able to:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Record a deposit on a check stub</li> <li><input type="checkbox"/> Endorse checks using blank, special and restrictive endorsements</li> <li><input type="checkbox"/> Prepare a check stub and a check</li> <li><input type="checkbox"/> Complete a bank statement reconciliation</li> <li><input type="checkbox"/> Record and journalize a bank service charge</li> <li><input type="checkbox"/> Complete recordkeeping for a dishonored check</li> <li><input type="checkbox"/> Journalize electronic funds transfer</li> <li><input type="checkbox"/> Journalize a debit card transaction</li> <li><input type="checkbox"/> Establish and Replenish a petty cash fund</li> <li><input type="checkbox"/> Prepare a petty cash report</li> </ul>	
Application of Learning Objectives	<ul style="list-style-type: none"> <li>● Complete the skeleton notes while reviewing the PowerPoint Presentations</li> <li>● Do the work together along with the teacher in completing a worksheet online self-assessed</li> <li>● Complete the on your own worksheet and self-assess</li> </ul>	
Vocabulary	<ul style="list-style-type: none"> <li>Bank Statement</li> <li>Blank Endorsement</li> <li>Canceled Check</li> <li>Cash Over</li> <li>Cash Short</li> <li>Checking account</li> <li>Debit card</li> <li>Deposit slip</li> <li>Dishonored Check</li> </ul>	<ul style="list-style-type: none"> <li>Electronic funds transfer</li> <li>Endorsement</li> <li>Non-sufficient funds check</li> <li>Petty Cash</li> <li>Petty Cash Slip</li> <li>Post Dated check</li> <li>Restrictive Endorsement</li> <li>Special Endorsement</li> <li>Voided Check</li> </ul>
CT Business Standards	<p><u>CT Business and Finance Technology Content Area Accounting B4:</u> Describe methods for controlling and safeguarding cash</p> <p><u>CT Business and Finance Technology Content Area Accounting D18:</u> Describe the users ad uses of financial information</p>	
Resources	<ul style="list-style-type: none"> <li>On-line Book - Cengage</li> <li>Internet</li> <li>Power Points</li> <li>Online Activities</li> </ul>	

	Worksheets
Assessments	Applications in the online workbook including application 5.1, 5.2, 5.3 Mastery Problem Challenge Problem Group Worksheet on Bank Reconciliation Terms (vocabulary) Review online quizzes Chapter Test