

Accounting and Finance

Santa Maria Joint Union High School District



Basic Course Information

School(s) Offering This Course:

School Name	Course Learning Environment	Transcript Code(s)	
Ernest Righetti High School (053303)	Classroom Based	Abbreviation	Course Code
		Acct/Fin 1A	BU7035
		Acct/Fin 1B	BU7036
Pioneer Valley High School (053847)	Classroom Based	Abbreviation	Course Code
		Acct/Fin 1A	BU7035
		Acct/Fin 1B	BU7036
Santa Maria High School (053305)	Classroom Based	Abbreviation	Course Code
		Acct/Fin 1A	BU7035
		Acct/Fin 1B	BU7036

Title:	Accounting and Finance
Length of course:	Full Year
Subject area:	College-Preparatory Elective (G) / Interdisciplinary
UC honors designation?	No
Prerequisites:	Computer Applications (Recommended)
Co-requisites:	None

Integrated (Academics / CTE)? Yes

Grade levels: 11th, 12th

Course Description

Course overview:

Upon completion of Accounting and Finance students will understand the role accountants play in business and society. Students will develop and understand the working knowledge of an annual report, financial statements and be able to analyze and interpret financial statements information and make informed financial decisions. With the use of technology innovation tools students engage in a course of 21st Century study which connects students to the world of work.

Course content:

Orientation - Course objectives, expectations and procedures

Orientation	Course objectives, expectations and procedures
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Topic	Example
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What is accounting?

INTRODUCTION – Review/Learn Excel program by completing a tutorial for Excel basics and how it is used for this course.

- Students will preview power point presentation to build foundation for course presentation methods. Students will practice and participate in work together activities of guided practice.
- Students will complete, compare and analyze problems using excel.
- Using a piece of paper students will create a graphic organizer to separate and analyze transactions.
- Students will compare and contrast documents. Group discussion

Processes of planning, recording, analyzing, and interpreting financial statements.

- Preview financial Statements and reports
- Complete personal net worth statement

Accounting Equation

- Vocabulary
 - Assets Liability Owners equity – draw demonstrate and explain equation
 - Excel spreadsheet
 - Classify accounts assets, liability or owner's equity and demonstrate their relationship in the accounting equation
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- Complete Work Together P. 9, 17, 22, 26 Group Instruction and PowerPoint
 - Complete Application Problem P. 25 using working papers
 - Complete Analyzing Nike's financial Statements P. 27
 - Analyzing transactions into Debit and Credit Parts P. 44
 - Illustrate/Create transactions Model P. 44
 - Forensic Accounting P. 48 Students are given opportunity to play the role of accountant.
 - Mastery Problem 2M P. 53 Analyzing transactions into credit and debit parts. Print and turn in.

How business activities change the accounting equation.

- Read a business plan
- Vocabulary
- Label and define parts of a plan
- Compare and contrast the types of transactions that increase and decrease owner's equity.
- Explain the difference between

Revenue and Expense Concepts

Fitting transactions into debit and credit parts.

- Demonstrate use and explanation of T accounts
- Restate and apply the 4 questions necessary to analyze transactions for starting a business into debit and credit parts.

Owners Equity Accounts

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- Define a journal
- Compare and contrast different kinds of source documents.
- Identify 4 parts of a journal entry
- Analyze and record cash transactions, owner's equity, or paying on account using source documents.
- Prove and rule a journal.
- Demonstrate how to prove cash
- Identify and correct errors.

Journalizing Transactions

- Complete Work Together 2-1 P. 35, 42, 49 Group Instruction and PowerPoint
- Complete interactive spreadsheets P. 69 & P. 75
- Complete Financial Literacy P. 76 of text. Read and apply transaction theory to a scenario based problem, answer questions and participate in group discussions.
- Critical Thinking use internet to research. Students will journalize, demonstrate, explain, classify account assets, liabilities, owner equity by creating excel spreadsheet analysis. Group share out
- Students will plan and prepare a graphic organizer for journalizing.
- Completion of Mastery 3-M P. 86 print and turn in. Journalizing transactions and proving and ruling a multicolumn journal. Plan and prepare an excel spread sheet, print and turn.
- Explore Accounting P. 116 Logical, consistent account transactions
- Accounting in the Real World, Hard Rock Café critical thinking questions linked to the chapter content, P. 121 questions and answers.

Posting to a General Ledger

- Construct a chart of accounts
- Demonstrate principles of numbering accounts
- Complete steps to open general ledger accounts
- Post general debit and credit columns to a journal
- Analyze journal entries
- Demonstrate how to correct errors made in the posting process

- Complete Work Together P. 64, 69, 75, 81 Group Instruction and PowerPoint
- Complete Application Problems 4 – 1, 2, 3, 4 P.117 – Prepare a chart of accounts, posting separate amounts to a general ledger and posting column totals to a general ledger
- 21st Century Skills Plan and prepare a chart of accounts P. 119 Using a publishing software, present results.
- Financial Literacy P.119 Compare, contrast, and explain linked to chapter content, prepare chart of accounts and create a ledger.

Cash Control Systems

- Record of deposit on a check stub
- Endorse checks using blank, special, or restrictive
- Complete bank statement reconciliation
- Journalize electronic funds transfer
- Establish petty cash fund
- Prepare petty cash report

- Complete Work Together P. 97, 102, 111, 117 Group instruction and PowerPoint
- Complete ON Your Own P. 128, 134, 139, 146 Group Instruction and PowerPoint
- Application Problem P. 149, 5 – 1, 2. Reconciling a bank statement; journalizing a bank service charge, dishonored check, and petty cash transactions.
- Ch 5 Mastery P. 150 Journalize transactions using Excel spreadsheet software, print and turn in.
- Reinforcement Activity PART 1 combined learning from CH 1 – 5. P. 153 – 155; Accounting cycle for a proprietorship, journalizing and posting transactions. Students compare with group/peer editing using working papers provided and Excel.
- Accounting in the Real World P. 157 Research CPA career opportunities, critical thinking question and answer.

Worksheets and Adjusting Entries

- Prepare the heading of a worksheet
- Prepare a trial balance worksheet
- Analyze and explain entries
- Total and rule worksheet
- Journalize and post adjusting entries

Financial Statements

- Prepare and income statement
 - Calculate and analyze financial ratios using the income statement
 - Prepare a balance sheet
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- Explore Accounting P. 207 Comparative and Interim Financial Statements, Question and answers related to chapter concepts that correspond to higher level thinking skills.
 - Complete Work Together P. 198 -210 Group Instruction, Power point, guided practice.
 - Application Problems 7 – 1, 2 P. 208
 - 7-M Mastery P. 209 Preparing and income statement and a balance sheet using excel, print and turn in.
 - 21st Century Skills P. 211 Comparing Financial documents plan and prepare excel spread sheet.
 - Comprehensive Reinforcement Activity Part B P. 238 Using Excel students will complete a simulation/reinforcement activity covering P. 1 – 238.
 - Forensic Accounting critical thinking P. 206 Excel spreadsheet reinforcement
 - Prepare a graphic organization chart, trail of financial accounts

PART 2

Accounting for Purchases and Cash Payments

- Identify differences in sole proprietorship and corporations
- Accounting procedures for ordering
- Purpose of a special journal
- Post purchases to accounts
- Demonstrate use of a cash payments journal
- Use of a petty cash fund
- Identify differences in ledger accounts

Accounting for Sales and Cash Receipts

- Record Sales on account using a journal
- Journalize, post, prepare cash receipts
- Post cash receipts

- CH 9/10 Complete Work Together and On Your Own , group instruction, power point, guided and independent practice
- Interactive spreadsheet P. 310
- Ethics in Action, Sharing the News Explore Accounting P. 276, Use the Internet to research computerized accounting processes – report and recommend, suggest businesses that could benefit from the use of these systems.
- Accounting in the Real World, P. 283 Best Buy- Strategy and Brands, Critical Thinking and applications
- CH 10 Mastery problem P. 314, Use Excel Print and turn in.
- Forensic Accounting – Theft at Mini Golf P. 306 Analyze/Interpret data to answer questions.

Transactions using the General Journal

- Explain the purpose of the general journal
- Understand the accounts for purchases returns and allowances
- Explain retained Earnings
- Explain dividends
- Record connecting entries

- CH 11 P. 326 – 339 Complete Work Together and On Your Own, group instruction, power point, guided practice
- Interactive Spreadsheets P. 340
- Careers in Accounting, P. 335 Activity research on the internet and investigate 5 jobs in accounting compare and contrast data. Plan prepare and present power point descriptive activity.
- Application problem P. 339 Journalize spreadsheets

Payroll

- Analyze payroll transactions
- Calculate and record payroll taxes
- Prepare payroll tax reports
- Journalize payroll taxes

- CH 12 – 13 P. 335 - 405 Complete Work Together and On Your Own, group instruction, power point, guided practice, excel spreadsheet print and turn in.
- Accounting in the Real World P. 377 Google critical thinking off unique opportunities to employees. Class Group instruction.
- Summative 13 – 1
- Evaluation 13 – 2 Calculate, plan, post prepare tax rates, social security and medicate tax groups.
- Begin Reinforcement Act 2 Part A, P. 406 CH 9 – 17 Summative problem
 - Complete Accounting Cycle Using Excel, print and turn in

Trial Balance

- Prepare an unadjusted trial balance
- Calculate depreciation
- Post adjusting entries
- Adjust depreciation
- Prepare an adjusted trial balance

- CH 16 – 17 P. 472 – 543 Complete Work Together and On your Own, group instruction, power point and guided practice instruction
- Complete accounting in the real world P. 439 Gap Inc. Critical thinking, plan, prepare, and compare group question answer share out.
- 21st Century Skills P. 467 Creativity and Innovation critical thinking, problem solving, communication and collaboration. Group discussion
- Plan and Prepare Balance Sheet
- Plan and Prepare Income Statement – guided practice P. 473
- Guided practice P. 474 – 478
- Global Awareness P. 500 International Accounting research project using the Internet. Create and present a power point presentation featuring other countries accounting standards and practices.
- Apply your Understanding print and turn in.

Financial Statements and Analysis

- Prepare an income statement, statement of equity, balance sheet, and closing entries
- Prepare a post-closing trial balance
- Calculate and interpret
- Analyze a balance sheet

- Complete Reinforcement Act 2 Part B, P. 406 through 545
- CH 9 – 17 Summative problem
 - Complete Accounting Cycle Using Excel, print and turn in

Course Materials

Textbooks

Title	Author	Publisher	Edition	Website	Primary
Century 21 Accounting 10e	Claudia Bienas Gilbertson CPA, Mark W. Lehman, Debra Harmon Gentene NBCT	South Western Cengage Learning	10th	www.cengage.com	Yes

Other

Title	Authors	Date	Course material type	Website
Accounting with Peachtree, Century 21	[empty]	[empty]	Supplemental	[empty]
Quick Books	[empty]	[empty]	Supplemental	[empty]
Microsoft Excel	[empty]	[empty]	Supplemental	[empty]