

**BILLINGS PUBLIC SCHOOLS**  
**BUSINESS EDUCATION**  
**Learning Objectives**  
**Accounting 2**

**I. The learner will develop skills in entry-level business/technology.**

1. The learner will define accounting terms and identify accounting concepts and practices.
2. The learner will journalize the declaration and payment of a dividend.
3. The learner will begin a work sheet for a merchandising business.
4. The learner will plan work sheet adjustments for merchandise inventory, supplies, prepaid expenses, uncollectible accounts, and depreciation.
5. The learner will calculate federal income tax and plan the work sheet adjustment for federal income tax.
6. The learner will complete a work sheet for a merchandising business.
7. The learner will prepare an income statement for a merchandising business organized as a corporation.
8. The learner will analyze an income statement using component percentages and financial ratios.
9. The learner will prepare a statement of stockholders' equity for a merchandising business organized as a corporation.
10. The learner will prepare a balance sheet for a merchandising business organized as a corporation.
11. The learner will record adjusting entries.
12. The learner will record closing entries for income statement accounts.
13. The learner will record closing entry for dividends.
14. The learner will prepare a post-closing trial balance.
15. The learner will calculate, journalize, and post estimated uncollectible accounts expense.
16. The learner will journalize and post entries related to writing off and collecting uncollectible accounts receivable.
17. The learner will record the buying of a plant asset and the paying of property tax.
18. The learner will calculate depreciation expense and book value using the straight-line method of depreciation.
19. The learner will prepare plant asset records and journalize annual depreciation expense.
20. The learner will record entries related to disposing of plant assets.
21. The learner will calculate depreciation expense using the double declining-balance method of depreciation.
22. The learner will prepare a stock record.
23. The learner will determine the cost of merchandise inventory using the fifo, lifo, and weighted-average inventory costing methods.
24. The learner will estimate the cost of merchandise inventory using the gross profit method of estimating.
25. The learner will calculate interest and maturity dates for notes.
26. The learner will analyze and record transactions for notes payable.
27. The learner will analyze and record transactions for notes receivable.
28. The learner will create charts and graphs, generate automated financial statements, enter and post adjusting and closing entries, record entries for uncollectible accounts, maintain plant asset data and generate and post depreciation adjusting entries, complete an

automated inventory system, and calculate notes and interest using planning tools in the *Automated Accounting* computer program.

29. The learner will do research on the Internet developing technology and research skills.

## **II. The learner will develop skills in problem solving and decision making.**

30. The learner will complete an accounting cycle for a corporation using a manual simulation giving students hands-on, real-world experience in accounting practices.

31. The learner will complete reinforcement activities.

32. The learner will complete activities in ethical decision making.

## **III. The learner will develop skills in career exploration.**

33. The learner will explore accounting careers through the use of videos, guest speakers, and internet activities.

34. The learner will complete a careers interest inventory activity using the Internet.

## **IV. The learner will demonstrate employability skills.**

35. The learner will demonstrate dependability such as meeting deadlines.

36. The learner will demonstrate self-motivation such as goal setting.

37. The learner will demonstrate organizational skills such as neatness in work and prioritizing tasks.

38. The learner will practice and demonstrate appropriate Internet use.

39. The learner will participate in and lead seminars addressing work-place environments.