

**BILLINGS PUBLIC SCHOOLS**  
**BUSINESS EDUCATION**  
**Learning Objectives**  
**Accounting 3**

- I. The learner will develop skill in entry-level and advanced business/technology.**
1. The learner will compute accrued revenue and expenses for notes receivable and notes payable for the end-of-year fiscal period.
  2. The learner will journalize and post adjusting entries for accrued revenues and expenses.
  3. The learner will complete end-of-fiscal-period work for a corporation which include a corporate worksheet, income statement, statement of stockholders' equity, balance sheet, and journalize/post adjusting, closing, and reversing entries for a corporation.
  4. The learner will form a partnership for accounting purposes
  5. The learner will compute a distribution of net income and complete an owners' equity statement showing the financial changes from the previous period.
  6. The learner will review and complete the process for dissolving of a partnership.
  7. The learner will use *Automated Accounting* software to complete the accounting cycle.
  8. The learner will prepare a chart of accounts on the computer
  9. The learner will input transactions into a general journal using the computer.
  10. The learner will generate adjusting entries, financial statements, bank reconciliations, and period-end-closing on the computer.
  11. The learner will prepare and input transactions into a purchases and cash payments journal.
  12. The learner will maintain vendor accounts
  13. The learner will generate journal and ledger reports and complete spreadsheet activities.
  14. The learner will prepare and input transactions into a sales and cash receipts journal on the computer.
  15. The learner will maintain customer accounts on the computer.
  16. The learner will process and print customer accounts on the computer
  17. The learner will complete adjusting entries, financial statements, and closing entries for the end-of-fiscal period for a partnership and a merchandising business on the computer.
  18. The learner will journalize and post on the computer transactions concerning purchases and sales discounts, and purchases and sales returns and allowances through debit and credit memos as source documents.
  19. The learner will input on the computer the purchases of plant assets and maintain plant asset data.
  20. The learner will display on the computer a plant asset report.
  21. The learner will generate on the computer depreciation adjusting entries for end-of-fiscal period reports.

22. The learner will maintain data for a corporation on the computer such as declaring and paying a dividend, and recording and generating checks for corporate income tax.
23. The learner will input and maintain employee data on the computer for the purpose of payroll.
24. The learner will generate payrolls on the computer and print payroll reports.
25. The learner will journalize and post on the computer payroll transactions.
26. The learner will complete payroll checks for employees on the computer.
27. The learner will input inventory items from purchase orders.
28. The learner will control the inventory on the computer through purchase orders and invoices, purchase returns, sales invoices, and sale return transactions.
29. The learner will complete a system setup on the computer and input system setup data.
30. The learner will journalize, post, analyze, and generate reports and financial statements for the entire accounting cycle.

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

1. The learner will complete on the computer an accounting cycle for a corporation using relevant transactions giving the students real-world experiences in accounting using an automated system.
2. The learner will complete reinforcement and comprehensive activities.
3. The learner will complete additional spreadsheet activities at the end of each chapter and analyze the results.
4. The learner will demonstrate the use of the automated software concerning the college savings planner, retirement planner, and business loan planner, along with a business plan.
5. The learner will generate interest receivable and interest expense for business loans on the computer.

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

1. The learner will explore accounting careers through the use of job shadows, videos, guest speakers, and internet activities.
2. The learner will utilize the computer to gain knowledge in careers in accounting including education required for two-year technical colleges and four-year state or private colleges, starting salaries and experienced salaries, and prerequisites.

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

1. The learner will demonstrate dependability such as meeting deadlines.
2. The learner will demonstrate self-motivation such as goal setting.
3. The learner will demonstrate organizational skills such as neatness in work and prioritizing tasks.
4. The learner will practice and demonstrate appropriate internet use.
5. The learner will practice and demonstrate ethical decision making skills.
6. The learner will exhibit responsible behaviors, be prepared for class as well as respectful of peers and faculty on a daily basis.