

BILLINGS PUBLIC SCHOOLS
BUSINESS EDUCATION
Learning Objectives
Accounting 4

- I. The learner will develop skills in entry-level business/technology.**
1. The learner will journalize and post departmental purchases, purchase returns and allowances and cash payments in the purchases and cash payments journal.
 2. The learner will journalize and post transactions for departmental sales on account and sales returns and allowance in the sales and general journals.
 3. The learner will calculate and record, journalize, and post departmental payroll data including employee earnings and deductions, salary expense and payroll tax expense.
 4. The learner will complete and analyze the financial reporting for a departmentalized business including responsibility accounting, interim departmental statement of gross profit, departmentalized worksheet, responsibility statements, and end-of-period work.
 5. The learner will journalize and post a voucher system of accounting.
 6. The learner will calculate using the different methods of inventory planning and valuation for a departmentalized merchandising business.
 7. The learner will calculate, journalize, and post transactions for uncollectible accounts using the direct write-off method, allowance method, and accounts receivable turnover ratio.
 8. The learner will journalize and post transactions for buying a plant asset.
 9. The learner will calculate and journalize depreciation expense using straight line, declining balance, and sum-of-the-year methods.
 10. The learner will journalize and post the disposal of plant assets.
 11. The learner will account for notes payable, prepaid expenses, accrued expenses for a departmentalized merchandising business.
 12. The learner will account for notes receivable, unearned revenue, and accrued revenue for a departmentalized merchandising business.
- II. The learner will develop skills in problem solving and decision making.**
1. The learner will complete a business simulation reviewing the entire accounting cycle for a departmentalized merchandising business.
 2. The learner will complete reinforcement and comprehensive activities.
 3. The learner will utilize the computer to enhance their understanding of the accounting cycle.
 4. The learner will utilize accounting in the real world by completing problem-solving activities from real businesses.

III. The learner will develop skills in career exploration.

1. The learner will explore accounting careers through the use of job shadowing, internships, videos, guest speakers, and internet activities.
2. The learner will utilize the computer to gain knowledge in careers in accounting including the education required for an accounting degree (Bachelors and Masters) as well as starting salaries for college graduates in business.

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 behavior, be prepared for class as well being respectful of peers and faculty on a daily basis.