

# Neaut School District -- Grades 11-12/Business

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Concepts	Time	The students will know:	Skills	Assessment	St p
<p>JOURNALIZING PURCHASES AND CASH PAYMENTS FOR A CORPORATION</p>	<p>15 Classes</p>	<ul style="list-style-type: none"> <li>● the difference between a proprietorship and a corporation and a merchandising business</li> <li>● that purchases are records of merchandise bought for resale</li> <li>● how to journalize purchases in a Purchases Journal</li> <li>● how to journalize cash payments in a Cash Payments Journal</li> <li>● how to journalize purchases returns and allowances in a General Journal</li> </ul>	<ul style="list-style-type: none"> <li>● Journalizing Purchases Using a Purchases Journal</li> <li>● Journalizing Cash Payments Using a Cash Payments Journal</li> <li>● Performing Additional Cash Payments Journal Operations</li> <li>● Journalizing Other Transactions Using a General Journal</li> </ul>	<ul style="list-style-type: none"> <li>● Oral Response</li> <li>● Written Tests and Quizzes</li> <li>● Chapter Problems</li> </ul>	<p>15 15 15</p>
<p>JOURNALIZING SALES AND CASH RECEIPTS USING SPECIAL JOURNALS</p>	<p>15 Classes</p>	<ul style="list-style-type: none"> <li>● how to journalize sales on account in a Sales Journal</li> <li>● how to journalize cash receipts in a Cash Receipts Journal</li> </ul>	<ul style="list-style-type: none"> <li>● Journalizing Sales on Account Using a Sale Journal</li> <li>● Journalizing Cash Receipts Using a Cash Receipts journal</li> <li>● Recording Transactions Using a General Journal</li> </ul>	<ul style="list-style-type: none"> <li>● Oral Response and Drill</li> <li>● Written Tests and Quizzes</li> <li>● Chapter Problems</li> </ul>	<p>15 15</p>

			<ul style="list-style-type: none"> <li>• how to journalize sales returns and allowances in a General Journal</li> </ul>			
1	POSTING TO GENERAL AND SUBSIDIARY LEDGERS	15 Classes	<ul style="list-style-type: none"> <li>• how to post purchases to an Accounts Payable Ledger</li> <li>• how to post sales on account to an Accounts Receivable Ledger</li> <li>• how to post purchases and sales returns and allowances to special ledgers and general ledger</li> </ul>	<ul style="list-style-type: none"> <li>• Posting to an Accounts Payable Ledger</li> <li>• Posting to an Accounts Receivable Ledger</li> <li>• Posting from Journals to a General ledger</li> <li>• Posting Special Journal Totals to a General Ledger</li> <li>• Correcting Errors in Subsidiary Ledger Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Response and Drill</li> <li>• Written Tests and Quizzes</li> <li>• Chapter Problems</li> </ul>	15 15

<p>2</p> <p>PREPARING PAYROLL RECORDS</p>	<p>15 Classes</p>	<ul style="list-style-type: none"> <li>• how to prepare payroll time cards</li> <li>• how to determine and record payroll tax withholding</li> <li>• how to prepare payroll records and paychecks</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing Payroll Time Cards</li> <li>• Determining Payroll Tax Withholding</li> <li>• Preparing Payroll Records</li> <li>• Preparing Payroll Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Response and Drill</li> <li>• Written Tests and Quizzes</li> <li>• Chapter Problems</li> </ul>	<p>15 15</p>
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3

PAYROLL ACCOUNTING, TAXES, AND REPORTS

15 Classes

- How to record a payroll
- How to record employer payroll taxes
- how to pay and report payroll taxes

- Recording a Payroll
- Recording Employer Payroll Taxes
- Reporting Withholding and Payroll Taxes
- Paying Withholding and Payroll Taxes

- Oral Response and Drill
- Written Tests and Quizzes
- Chapter Problems

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AN ACCOUNTING CYCLE FOR A CORPORATION: JOURNALIZING AND POSTING TRANSACTIONS	25 classes	<ul style="list-style-type: none"> <li>• How to apply their prior learning in a simulated business activity</li> </ul>	<ul style="list-style-type: none"> <li>• Application of skills for <ul style="list-style-type: none"> <li>○ Journalizing Transactions in special and general journals</li> <li>○ Posting from the Journal to the Ledger</li> <li>○ Prove Cash</li> <li>○ Preparation of Schedule of Accounts Payable</li> <li>○ Preparation of Schedule of Accounts Receivable</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Reinforcement Activity in textbook and working papers workbook</li> </ul>	15. 15. 15. 15. 15. 15. 15.
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DISTRIBUTING DIVIDENDS AND PREPARING A WORK SHEET FOR A MERCHANDISING BUSINESS

15 Classes

- Definition of dividend
- How to distribute earnings to stockholders
- How to begin an 8-column work sheet for a merchandising business
- How to plan and record a merchandise inventory adjustment
- How to plan and record an allowance for uncollectible accounts adjustment
- How to plan and record depreciation adjustments
- How to calculate federal income tax
- How to complete a work sheet

- Distributing Earnings to Stockholders
- Beginning an 8-column Work Sheet for a Merchandising Business
- Planning and Recording a Merchandise Inventory Adjustment
- Planning and Recording an Allowance for Uncollectible Accounts Adjustments
- Planning and Recording Depreciation Adjustments
- Calculating Federal Income Tax and Completing a Work Sheet

- Oral Response and Drill
- Written Tests and Quizzes
- Chapter Problems

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FINANCIAL STATEMENTS FOR A CORPORATION

15 Classes

- How to prepare and analyze income statement and balance sheet
- How to prepare a statement of stockholder's equity
- How to prepare a post-closing trial balance

- Preparing an Income Statement
- Analyzing an Income Statement
- Preparing a Statement of Stockholder's Equity
- Preparing a Balance Sheet

- Oral Response and Drill
- Written Tests and Quizzes
- Chapter Problems

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6 RECORDING ADJUSTING AND CLOSING ENTRIES FOR A CORPORATION	15 Classes	<ul style="list-style-type: none"> <li>● How to calculate and record adjusting entries</li> <li>● How to record closing entries for income statement accounts</li> <li>● How to prepare a post-closing trial balance</li> </ul>	<ul style="list-style-type: none"> <li>● Recording Adjusting Entries</li> <li>● Recording Closing Entries for Income Statement Accounts</li> <li>● Preparing a Post-Closing Trial Balance</li> </ul>	<ul style="list-style-type: none"> <li>● Oral Response and Drill</li> <li>● Written Tests and Quizzes</li> <li>● Chapter Problems</li> </ul>	15. 15. 15. 15.
AN ACCOUNTING CYCLE FOR A CORPORATION: END OF FISCAL PERIOD WORK	25 classes	<ul style="list-style-type: none"> <li>● Application of skills learned in prior lessons: <ul style="list-style-type: none"> <li>○ Creating a work sheet</li> <li>○ Preparing adjustments</li> <li>○ Calculating federal income tax expense and record the adjustment on the worksheet</li> <li>○ Preparing an income statement</li> <li>○ Preparing a</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Prepare and Complete a Work Sheet</li> <li>● Prepare Adjustments</li> <li>● Calculate Federal Income Tax Expense and Record the Adjustment on the Work Sheet</li> <li>● Prepare an Income Statement</li> <li>● Prepare a Statement of Stockholders' Equity</li> <li>● Prepare a Balance Sheet in Report Form</li> <li>● Journalize and Post Adjusting Entries and Closing Entries</li> <li>● Prepare a Post-closing Trial Balance</li> </ul>	<ul style="list-style-type: none"> <li>● Reinforcement Activity Working Papers and Texts</li> </ul>	15. 15. 15. 15. 15. 15. 15.



			<p>statement of stockholders' equity</p> <ul style="list-style-type: none"> <li>○ Creating a balance sheet</li> <li>○ Journalizing and posting adjusting and closing entries</li> <li>○ Preparing a post-closing trial balance</li> </ul>			
n	GLOBAL IMPORTS	10 classes	<ul style="list-style-type: none"> <li>● How to apply their prior learning in a simulated business activity</li> </ul>	<ul style="list-style-type: none"> <li>● Application of skills for <ul style="list-style-type: none"> <li>○ Journalizing Transactions and Proving Journal</li> <li>○ Posting from the Journal to the Ledger</li> <li>○ Prove Cash</li> <li>○ Payroll</li> <li>○ Depreciation</li> <li>○ Dividends</li> </ul> </li> <li>● Work Sheet</li> <li>● Financial Statements</li> <li>● Adjusting Entries</li> <li>● Closing Entries</li> <li>● Post-Closing Trial Balance</li> </ul>	<ul style="list-style-type: none"> <li>● Global Imports packets - journals, ledgers, forms</li> </ul>	15