

# Accounting 2

Curriculum Guide

Scranton School District

Scranton, PA



Scranton School District  
Curriculum Guide

**Course Title Here**

**Prerequisites:** Introduction to Business  
Accounting 1

Accounting 2 expands on the skills and techniques learned in Accounting 1. While many subjects will be similar to those introduced in Accounting 1, Accounting 2 will delve into these subjects with more complexity and detail. By the end of the course, students will understand Accounting problems and situations, how to solve these problems and how Accounting helps business leaders and make business decisions. Students will also better understand how the Accounting profession arrived at established standards and practices.

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Year-at-a-glance

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| <b>Accounting 2</b> |  | <b>Grade Level: 11th - 12th</b>  | <b>Date Completed:</b>                         |
| <b>Quarter</b>      |  |  |  |
|                     | <b>Topic</b>   | <b>Resources</b>   | <b>CCSS</b>                                    |
|                     | Collectible Accounts   | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
|                     | Writing Off and Collecting Uncollectible Accounts Receivable | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
|                     | Plant Assets and Paying Property Tax                         | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
|                     | Recording Depreciation Expense                               | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |

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| zing Depreciation Expense                  | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ig of Plant Assets                         | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| g-Balance Method of Depreciation           | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ning the Quantity of Merchandise Inventory | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ning the Cost of Merchandise Inventory     | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ng Inventory                               | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning   | CC.1.2<br>CC.1.4                               |

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|           | Accompanying Working Papers and Problems   | CC.1.5<br>CC.2.1<br>CC.2.4                     |
| ory Notes | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ayable    | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| eceivable | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |

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| Topic   | Resources  | CCSS   |
|---|--|--|
| Revenue   | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Expenses  | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ing a Work Sheet for a Corporation                        | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ing an Income Statement                                   | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ing a Statement of Stockholders' Equity and Balance Sheet | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning   | CC.1.2<br>CC.1.4                               |

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|   | Accompanying Working Papers and Problems   | CC.1.5<br>CC.2.1<br>CC.2.4                     |
| g, Closing, and Reversing Entries for a Corporation | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| g a Partnership                                     | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| tion of Net Income and Owners' Equity Statements    | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| g a Partnership                                     | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| g International Sales                               | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1           |

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|                   |  | CC.2.4   |
| ng Internet Sales | Century 21 Southwestern Accounting 9E<br>2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |



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| <b>Topic</b>   | <b>Resources</b>  | <b>CCSS</b>                                    |
|--|---|--|
| Accounting Principles and Records  | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Journalizing and Posting Purchases and Purchases Returns                   | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Journalizing and Posting Cash Payments                                     | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Journalizing and Posting Sales on Account and Sales Returns and Allowances | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Journalizing and Posting Cash Receipts                                     | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning   | CC.1.2<br>CC.1.4                               |

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|  | Accompanying Working Papers and Problems  | CC.1.5<br>CC.2.1<br>CC.2.4                     |
| Preparing Payroll Records for Employee Earnings and Deductions | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Preparing a Payroll and Payroll Taxes                          | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Liability Accounting for a Merchandising Business              | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Departmental Statement of Gross Profit                         | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Preparing a Work Sheet for a Departmentalized Business         | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1           |

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|   |   | CC.2.4   |
| Liability Statements for a Merchandising Business | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Period Work for a Departmentalized Business       | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Debits and Voucher Registers                      | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Check and Check Registers                         | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Journal Transactions in a Voucher System          | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |

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| Topic   | Resources   | CCSS   |
|---|---|--|
| ure of Merchandise Inventory                          | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ry Costing  | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ng the Inventory                                      | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| rite-Off Method of Recording Uncollectible Accounts   | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| ce Method of Recording Uncollectible Accounts Expense | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning   | CC.1.2<br>CC.1.4                               |

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|---|---|--|
|   | Accompanying Working Papers and Problems  | CC.1.5<br>CC.2.1<br>CC.2.4                     |
| Accounts Receivable Turnover Ratio              | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Plant Assets                                    | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Recording and Journalizing Depreciation Expense | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Calculating the Cost of Plant Assets            | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Methods of Depreciation                         | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1           |

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|                     |   | CC.2.4   |
| ayable              | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Expenses            | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| Expenses            | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| receivable          | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |
| and Accrued Revenue | Century 21 Southwestern Accounting Advanced<br>9E 2008 Cengage Learning<br>Accompanying Working Papers and Problems | CC.1.2<br>CC.1.4<br>CC.1.5<br>CC.2.1<br>CC.2.4 |

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| General Topic                                 | Academic Standard(s)                | Essential Knowledge, Skills & Vocabulary   | Resources & Activities  | Assessments   | Suggested |
|---|-------------------------------------|--|---|---|-----------|
| Writing for Uncollectible Accounts Receivable | 15.1.12.D<br>15.1.12.E<br>15.1.12.F | <ul style="list-style-type: none"> <li>● Define accounting terms related to uncollectible accounts.</li> <li>● Identify accounting concepts and practices related to uncollectible accounts.</li> <li>● Calculate, journalize, and post estimated uncollectible accounts expense.</li> <li>● Journalize and post entries related to writing off and collecting uncollectible accounts receivable.</li> </ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"> <li>1. Writing off an account</li> </ol> | <p>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</p> <p>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online. (Optional)</p> | 9 days    |

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| <b>Accounting for Plant Assets<br/>Depreciation</b> | <b>15.1.12.D<br/>15.1.12.E<br/>15.1.12.F<br/>15.1.12.H<br/>15.1.12.L</b> | <ul style="list-style-type: none"> <li>● <b>Define accounting terms related to plant assets, depreciation, and property tax expense.</b></li> <li>● <b>Identify accounting concepts and practices related to accounting for plant assets, depreciation, and property tax expense.</b></li> <li>● <b>Record the buying of a plant asset and the paying of property tax.</b></li> <li>● <b>Calculate depreciation expense and book value using the straight-line</b></li> </ul> | <b>Century 21 Southwestern<br/>Accounting Advanced 9E<br/>2008 Cengage Learning</b><br><br><b>Accompanying Working<br/>Papers and Problems</b> | <b>9 days</b> |

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|  |  | <p><b>method of depreciation.</b></p> <ul style="list-style-type: none"><li>● <b>Prepare plant asset records and journalize annual depreciation expense.</b></li><li>● <b>Record entries related to disposing of plant assets.</b></li><li>● <b>Calculate depreciation expense using the double declining-balance method of depreciation.</b></li></ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"><li><b>1. Real Property</b></li><li><b>2. Personal Property</b></li><li><b>3. Assessed Value</b></li><li><b>4. Plant Asset Record</b></li><li><b>5. Gain on plant assets</b></li><li><b>6. Loss on plant assets</b></li><li><b>7. Declining-balance method of depreciation</b></li></ol> |  |  |  |
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| <p>Accounting for Inventory</p> | <p>15.1.12.D<br/>15.1.12.E<br/>15.1.12.F<br/>15.1.12.J</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to inventory.</li> <li>● Identify accounting concepts and practices related to inventory.</li> <li>● Prepare a stock record.</li> <li>● Determine the cost of merchandise inventory using the fifo, lifo, and weighted-average inventory costing methods.</li> <li>● Estimate the cost of merchandise inventory using the gross profit method of estimating inventory.</li> </ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"> <li>1. Periodic inventory</li> <li>2. Perpetual inventory</li> <li>3. Inventory record</li> <li>4. Stock record</li> <li>5. Stock ledger</li> </ol> | <p>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</p> <p>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online. (Optional)</p> | <p>9 days</p> |
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|                          |  | <p>6. First-in, first-out inventory costing method</p> <p>7. Last-in, first-out inventory costing method</p> <p>8. Weighted-average inventory costing method</p> <p>9. Gross profit method of estimating inventory</p>   |  |   |               |
| <p>ing for Notes and</p> | <p>15.1.12.D<br/>15.1.12.E<br/>15.1.12.F<br/>15.1.12.G</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to notes and interest.</li> <li>● Identify accounting concepts and practices related to notes and interest.</li> <li>● Calculate interest and maturity dates for notes.</li> <li>● Analyze and record transactions for notes payable.</li> <li>● Analyze and record transactions for notes receivable.</li> </ul> <p><b>Vocabulary:</b></p> | <p>Century 21 Southwestern Accounting Advanced 9E<br/>2008 Cengage Learning Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online.<br/>(Optional)</p> | <p>9 days</p> |

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|   |  | <ol style="list-style-type: none"> <li>1. Number of a note</li> <li>2. Date of a note</li> <li>3. Payee of a note</li> <li>4. Time of a note</li> <li>5. Principal of a note</li> <li>6. Interest rate of a note</li> <li>7. Maturity date of a note</li> <li>8. Maker of a note</li> <li>9. Promissory note</li> <li>10. Creditor</li> <li>11. Notes payable</li> <li>12. Interest</li> <li>13. Maturity value</li> <li>14. Current liabilities</li> <li>15. Interest expense</li> <li>16. Notes receivable</li> <li>17. Interest income</li> <li>18. Dishonored note</li> </ol> |  |  |        |
| Accounting for Accrued Revenue and Expenses | 15.1.12.D<br>15.1.12.E<br>15.1.12.F<br>15.1.12.G<br>15.1.12.L<br>15.1.12.N | <ul style="list-style-type: none"> <li>● Define accounting terms related to accrued revenue and accrued expenses.</li> <li>● Identify accounting concepts and practices related to accrued revenue and accrued expenses.</li> </ul>   | Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning<br><br>Accompanying Working Papers and Problems |  | 9 days |

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|                               |  | <ul style="list-style-type: none"> <li>● Record adjusting, closing, and reversing entries for accrued revenue.</li> <li>● Record adjusting, closing, and reversing entries for accrued expenses.</li> </ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"> <li>1. Accrued revenue</li> <li>2. Intellectual property</li> <li>3. Accrued interest income</li> <li>4. Reversing entry</li> <li>5. Accrued expenses</li> <li>6. Accrued interest expense</li> </ol> |  |   |               |
| Fiscal-Period Work for ration | <p>15.1.12.D<br/>15.1.12.E<br/>15.1.12.P<br/>15.1.12.Q</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to financial statements for a merchandising business organized as a corporation.</li> <li>● Identify accounting concepts and practices related</li> </ul>   | <p>Century 21 Southwestern Accounting Advanced 9E<br/>2008 Cengage Learning<br/>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online.<br/>(Optional)</p> | <p>9 days</p> |

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|  |  | <p>to financial statements and end-of-fiscal-period entries for a merchandising business organized as a corporation.</p> <ul style="list-style-type: none"><li>● Plan end-of-fiscal-period adjustments for a merchandising business organized as a corporation.</li><li>● Calculate federal income tax, plan an adjustment for federal income tax expense, and complete a work sheet.</li><li>● Prepare and analyze an income statement for a merchandising business organized as a corporation.</li><li>● Prepare a statement of stockholders' equity for a merchandising business organized</li></ul> |  |  |  |
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|                             |  | <p>as a corporation.</p> <ul style="list-style-type: none"> <li>● Prepare and analyze a balance sheet for a merchandising business organized as a corporation.</li> <li>● Record adjusting, closing, and reversing entries for a merchandising business organized as a corporation.</li> </ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"> <li>1. Long-term liabilities</li> <li>2. Working capital</li> <li>3. Current ratio</li> </ol> |  |   |               |
| Accounting for Partnerships | <p>15.1.12.D<br/>15.1.12.E<br/>15.1.12.F<br/>15.1.12.G<br/>15.1.12.N</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to forming, dissolving, and distributing the earnings of a partnership.</li> <li>● Identify accounting concepts and practices related to forming,</li> </ul>   | <p>Century 21 Southwestern Accounting Advanced 9E<br/>2008 Cengage Learning<br/>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online.<br/>(Optional)</p> | <p>9 days</p> |

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|  |  | <p>dissolving, and distributing the earnings of a partnership.</p> <ul style="list-style-type: none"><li>● Journalize entries related to forming, dissolving, and distributing the earnings of a partnership.</li><li>● Calculate the distribution of partnership earnings.</li><li>● Prepare a distribution of net income statement for a business organized as a partnership.</li><li>● Prepare an owners' equity statement for a business organized as a partnership.</li></ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"><li>1. Partnership</li><li>2. Partner</li><li>3. Partnership agreement</li></ol> |  |  |  |
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|   |  | <p>4. Distribution of net income statement</p> <p>5. Owners' equity statement</p> <p>6. Liquidation of a partnership</p> <p>7. Realization</p> <p>8. Limited Liability Partnership (LLP)</p>   |   |   |               |
| <p>ng International and<br/>: Sales</p> | <p>15.1.12.D<br/>15.1.12.E<br/>15.1.12.F</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to international sales.</li> <li>● Identify accounting concepts and practices related to international and internet sales.</li> <li>● Record transactions for international sales.</li> <li>● Record transactions for Internet sales.</li> </ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"> <li>1. Exports</li> <li>2. Imports</li> <li>3. Contract of sale</li> <li>4. Letter of credit</li> <li>5. Bill of lading</li> <li>6. Commercial</li> </ol> | <p>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</p> <p>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online. (Optional)</p> | <p>9 days</p> |

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|   |  | <p style="text-align: center;">invoice</p> <ol style="list-style-type: none"> <li>7. Draft</li> <li>8. Sight draft</li> <li>9. Time draft</li> <li>10. Trade acceptance</li> </ol>  |  |   |               |
| <p>ng Departmental<br/>es and Cash Payments</p> | <p>15.1.12.D<br/>15.1.12.E<br/>15.1.12.F<br/>15.1.12.G<br/>15.1.12.K<br/>15.1.12.N</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to departmental purchases and cash payments.</li> <li>● Identify accounting concepts and practices related to departmental purchases and cash payments.</li> <li>● Journalize and post departmental purchases and purchases returns.</li> <li>● Journalize and post departmental cash payments.</li> </ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"> <li>1. Asset</li> <li>2. Liability</li> <li>3. Equities</li> <li>4. Owners' Equity</li> <li>5. Stockholders' Equity</li> </ol> | <p>Century 21 Southwestern<br/>Accounting Advanced 9E<br/>2008 Cengage Learning<br/>Accompanying Working<br/>Papers and Problems</p> | <p>Teacher<br/>prepared tests,<br/>quizzes, etc.</p> <p>Series available<br/>assessments<br/>online.<br/>(Optional)</p> | <p>9 days</p> |

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|   |  | <b>6. Accounting Equation</b><br><b>7. Source documents</b><br><b>8. Double-entry accounting</b><br><b>9. Journal</b><br><b>10. Special journal</b><br><b>11. Account</b><br><b>12. Ledger</b><br><b>13. General ledger</b><br><b>14. Subsidiary ledger</b><br><b>15. Controlling account</b><br><b>16. File maintenance</b><br><b>17. Departmental accounting system</b><br><b>18. Merchandising business</b><br><b>19. Posting</b><br><b>20. Debit memorandum</b><br><b>21. Contra account</b><br><b>22. Cash discount</b><br><b>23. Purchases discount</b><br><b>24. Petty cash</b> |  |  |               |
| <b>ng Departmental Sales<br/>h Receipts</b> | <b>15.1.12.D</b><br><b>15.1.12.E</b><br><b>15.1.12.F</b><br><b>15.1.12.K</b><br><b>15.1.12.N</b> | <ul style="list-style-type: none"> <li>● <b>Define terms related to departmental sales and cash receipts.</b></li> <li>● <b>Identify concepts and practices related to</b></li> </ul>  |  |  | <b>9 days</b> |

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|  |  | <p>departmental sales and cash receipts.</p> <ul style="list-style-type: none"> <li>● Journalize and post departmental sales on account and sales returns and allowances.</li> <li>● Journalize and post departmental cash receipts.</li> </ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"> <li>1. Credit memorandum</li> <li>2. Sales discount</li> <li>3. Point-of-sale (POS) terminal</li> <li>4. Terminal summary</li> </ol> |   |   |               |
|  |  |   |   |   |               |
| <p><b>Journalizing and Recording Departmental Payroll Data</b></p> | <p>15.1.12.D<br/>15.1.12.E<br/>15.1.12.F<br/>15.1.12.G<br/>15.1.12.L<br/>15.1.12.M</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to a departmental payroll system.</li> <li>● Identify accounting concepts and practices related to a departmental payroll system.</li> </ul>   | <p>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</p> <p>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online. (Optional)</p> | <p>9 days</p> |

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|  |   | <ul style="list-style-type: none"> <li>● Prepare a commissions record and calculate commission on net sales.</li> <li>● Complete payroll records.</li> <li>● Journalize payroll transactions.</li> </ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"> <li>1. Salary</li> <li>2. Pay period</li> <li>3. Payroll</li> <li>4. Payroll taxes</li> <li>5. Withholding allowance</li> <li>6. Tax base</li> <li>7. Payroll register</li> <li>8. Employee earnings record</li> <li>9. Automatic check deposit</li> <li>10. Electronic funds transfer</li> </ol> |  |   |               |
| <b>Financial Reporting for a Normalized Business</b> | 15.1.12.D<br>15.1.12.E<br>15.1.12.N<br>15.1.12.P<br>15.1.12.Q | <ul style="list-style-type: none"> <li>● Define accounting terms related to cost accounting and financial reporting for a</li> </ul>  | <b>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</b><br><br><b>Accompanying Working</b> | <b>Teacher prepared tests, quizzes, etc.</b><br><br><b>Series available</b> | <b>9 days</b> |

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|  |  | <p><b>departmentalized merchandising business.</b></p> <ul style="list-style-type: none"> <li>● <b>Identify accounting concepts and practices related to cost accounting and financial reporting for a departmentalized merchandising business.</b></li> <li>● <b>Distinguish between direct and indirect expenses.</b></li> <li>● <b>Prepare an interim departmental statement of gross profit.</b></li> <li>● <b>Prepare a work sheet for a departmentalized merchandising business.</b></li> <li>● <b>Prepare financial statements for a departmentalized merchandising business.</b></li> <li>● <b>Analyze financial statements using</b></li> </ul> | <p><b>Papers and Problems</b></p> | <p><b>assessments online. (Optional)</b></p> |
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|  |  | <p>selected component percentages.</p> <ul style="list-style-type: none"><li>● Complete end-of-period work for a departmentalized merchandising business.</li></ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"><li>1. Fiscal period</li><li>2. Responsibility accounting</li><li>3. Direct expense</li><li>4. Indirect expense</li><li>5. Departmental margin</li><li>6. Departmental margin statement</li><li>7. Gross profit</li><li>8. Departmental statement of gross profit</li><li>9. Periodic inventory</li><li>10. Perpetual inventory</li><li>11. Gross profit method of estimating an inventory</li><li>12. Component</li></ol> |  |  |  |
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|            |   | <p>percentage</p> <p>13. Schedule of accounts receivable</p> <p>14. Schedule of accounts payable</p> <p>15. Work sheet</p> <p>16. Trial balance</p> <p>17. Plant assets</p> <p>18. Depreciation expense</p> <p>19. Responsibility statements</p> <p>20. Income statement</p> <p>21. Statement of stockholders' equity</p> <p>22. Capital stock</p> <p>23. Retained earnings</p> <p>24. Dividends</p> <p>25. Balance sheet</p> <p>26. Adjusting entries</p> <p>27. Closing entries</p> <p>28. Post-closing trial balance</p> <p>29. Accounting cycle</p> |   |  |        |
| ier System | <p>15.1.12.D</p> <p>15.1.12.E</p> <p>15.1.12.F</p> <p>15.1.12.G</p> <p>15.1.12.K</p> <p>15.1.12.L</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to a voucher system.</li> <li>● Identify accounting concept and practices related</li> </ul>   | <p>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</p> <p>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments</p> | 9 days |

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|                               | <p>15.1.12.N<br/>15.1.12.O</p>                             | <p>to a voucher system.</p> <ul style="list-style-type: none"> <li>● Prepare a voucher.</li> <li>● Journalize data from vouchers in a voucher register.</li> <li>● Journalize voucher payment transactions in a check register.</li> <li>● Journalize purchases returns and allowances and payroll transactions in a voucher system.</li> </ul> <p>Vocabulary:</p> <ol style="list-style-type: none"> <li>1. Voucher</li> <li>2. Voucher system</li> <li>3. Voucher register</li> <li>4. Voucher check</li> <li>5. Check register</li> </ol> |   | <p>online.<br/>(Optional)</p>   |               |
| <p>ry Planning and<br/>on</p> | <p>15.1.12.E<br/>15.1.12.F<br/>15.1.12.N<br/>15.1.12.R</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to planning and costing inventory.</li> <li>● Identify accounting concepts and practices related to planning,</li> </ul>  | <p>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</p> <p>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online.<br/>(Optional)</p> | <p>9 days</p> |

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|  |  | <p>counting, and costing inventory.</p> <ul style="list-style-type: none"><li>● Describe the nature of merchandise inventory.</li><li>● Determine the cost of merchandise inventory using selected costing methods.</li><li>● Estimate the cost of merchandise inventory using selected estimating methods.</li><li>● Calculate merchandise inventory turnover ratio and average number of days' sales in merchandise inventory.</li></ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"><li>1. Consignment</li><li>2. Consignee</li><li>3. Consignor</li><li>4. Stock record</li></ol> |  |  |  |
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|  |   | <ol style="list-style-type: none"> <li>5. Stock ledger</li> <li>6. Purchase order</li> <li>7. Inventory record</li> <li>8. First-in, first-out inventory costing method</li> <li>9. Last-in, first-out inventory costing method</li> <li>10. Weighted-average inventory costing method</li> <li>11. Lower of cost or market inventory costing method</li> <li>12. Retail method of estimating inventory</li> <li>13. Merchandise inventory turnover ratio</li> <li>14. Average number of days' sales in merchandise inventory</li> </ol> |  |   |               |
| <b>Accounting for Uncollectible Assets</b> | 15.1.12.D<br>15.1.12.E<br>15.1.12.L<br>15.1.12.P<br>15.1.12.R<br>15.1.12.T<br>15.1.12.V | <ul style="list-style-type: none"> <li>● Define accounting terms related to uncollectible accounts.</li> <li>● Identify accounting concepts and practices related</li> </ul>   | <b>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</b><br><br><b>Accompanying Working Papers and Problems</b> | <b>Teacher prepared tests, quizzes, etc.</b><br><br><b>Series available assessments online.</b> | <b>9 days</b> |

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|  |  | <p>to uncollectible accounts.</p> <ul style="list-style-type: none"><li>● Calculate and record uncollectible accounts expense using the direct write-off method.</li><li>● Calculate and record estimated uncollectible accounts expense using the allowance method.</li><li>● Calculate and analyze accounts receivable turnover ratios.</li></ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"><li>1. Uncollectible accounts</li><li>2. Writing off an account</li><li>3. Direct write-off method of recording losses from uncollectible accounts</li><li>4. Allowance method of recording losses</li></ol> |  | (Optional) |  |
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|                             |  | <p>from uncollectible accounts</p> <ol style="list-style-type: none"> <li>5. Aging accounts receivable</li> <li>6. Accounts receivable turnover ratio</li> <li>7. Book value of accounts receivable</li> </ol>   |   |   |        |
| Accounting for Plant Assets | <p>15.1.12.D<br/>15.1.12.E<br/>15.1.12.F<br/>15.1.12.H<br/>15.1.12.L</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to plant assets and depreciation.</li> <li>● Identify accounting concepts and practices related to accounting for plant assets and depreciation.</li> <li>● Journalize entries for buying plant assets.</li> <li>● Calculate and record property tax expense.</li> <li>● Calculate and record depreciation expense for a plant asset using straight-line</li> </ul> | <p>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</p> <p>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online. (Optional)</p> | 9 days |

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|  |  | <p><b>depreciation.</b></p> <ul style="list-style-type: none"><li>● <b>Journalize entries for disposing of plant assets.</b></li><li>● <b>Calculate depreciation expense using other methods.</b></li></ul> <p><b>Vocabulary:</b></p> <ol style="list-style-type: none"><li><b>1. Plant asset record</b></li><li><b>2. Real property</b></li><li><b>3. Personal property</b></li><li><b>4. Assessed value</b></li><li><b>5. Straight-line method of depreciation</b></li><li><b>6. Book value of a plant asset</b></li><li><b>7. Declining-balance method of depreciation</b></li><li><b>8. Sum-of-the years'-digits method of depreciation</b></li><li><b>9. Production-unit method of depreciation</b></li><li><b>10. Modified Accelerated Cost Recovery System</b></li></ol> |  |  |  |
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|   |  | <b>11. Depletion</b>  |  |  |               |
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| <b>Journalizing for Notes Payable, Expenses, and Accrued Expenses</b> | <b>15.1.12.D<br/>15.1.12.E<br/>15.1.12.G<br/>15.1.12.L</b> | <ul style="list-style-type: none"> <li>● <b>Define accounting terms related to notes payable, prepaid expenses, and accrued expenses.</b></li> <li>● <b>Identify accounting concepts and practices related to notes payable, prepaid expenses, and accrued expenses.</b></li> <li>● <b>Journalize transactions for notes payable.</b></li> <li>● <b>Journalize adjusting and reversing entries for prepaid expenses initially recorded as expenses.</b></li> <li>● <b>Journalize adjusting and reversing entries for accrued expenses.</b></li> </ul> | <b>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</b><br><br><b>Accompanying Working Papers and Problems</b> | <b>Teacher prepared tests, quizzes, etc.</b><br><br><b>Series available assessments online. (Optional)</b> | <b>9 days</b> |

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| <p>Journalizing for Notes Receivable, Unearned Revenue, and Accrued Revenue</p> | <p>15.1.12.D<br/>15.1.12.E<br/>15.1.12.G<br/>15.1.12.L</p> | <ul style="list-style-type: none"> <li>● Define accounting terms related to notes receivable, unearned revenue, and accrued revenue.</li> <li>● Identify accounting concepts and practices related to notes receivable, unearned revenue, and accrued revenue.</li> <li>● Journalize transactions for notes receivable.</li> <li>● Journalize adjusting and reversing entries for unearned revenue initially recorded as revenue.</li> <li>● Journalize adjusting and reversing entries for accrued revenue.</li> </ul> <p>Vocabulary:</p> | <p>Century 21 Southwestern Accounting Advanced 9E 2008 Cengage Learning</p> <p>Accompanying Working Papers and Problems</p> | <p>Teacher prepared tests, quizzes, etc.</p> <p>Series available assessments online. (Optional)</p> | <p>9 days</p> |
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|                 |  | <ol style="list-style-type: none"> <li>1. Notes receivable</li> <li>2. Dishonored note</li> <li>3. Unearned Revenue</li> <li>4. Accrued Revenue</li> </ol> |   |  |   |
| <b>d Review</b> |  |  | <b>Century 21 Southwestern<br/>Accounting Advanced 9E<br/>2008 Cengage Learning</b><br><br><b>Accompanying Working<br/>Papers and Problems</b><br><br><b>Recycling Problems in the<br/>Text</b> |  | <b>10 days</b>  |
| <b>am</b>       |  |  |   | <b>Teacher Made<br/>objective test<br/>and problem</b> | <b>1 day (4</b><br><br><b>*Note: :<br/>this time<br/>students<br/>finals of<br/>classes</b> |
| <b>e Exam</b>   |  |  |   |  | <b>4 days (4<br/>times th<br/>the year</b>  |