

## Course Title – Accounting 4

Implement start year – 2018-2019

### Revision Committee Members, email, extension:

Pat Costello, pcostello@lrhsd.org, Seneca High School, 609-268-4600 X8392

Mike Smith, msmith@lrhsd.org, Lenape High School, 609-654-5111 X8958

Rick Bozarth, rbozarth@lrhsd.org, Shawnee High School, 609-654-7544 X8344

Jack Lamplugh, jlamplugh@lrhsd.org, Cherokee High School, 856-983-5140 X8609

## Unit #1 Computerized Accounting—Set-up, Customizing and Navigating

### Transfer Goal –

Students will be able to independently use their learning to use technology to improve problem solving abilities.

### Stage 1 – Desired Results

#### Established Goals

#### [2014 New Jersey Student Learning Standards, Strand\(s\)/CPI #](#)

- 9.3.12.FN-ACT.1 Describe and follow laws and regulations to manage accounting operations and transactions.
- 9.3.12.FN-ACT.2 Utilize accounting tools, strategies and systems to plan, monitor, manage and maintain the use of financial resources.
- 9.3.12.FN-ACT.3 Process, evaluate and disseminate financial information to assist business decision making.
- 9.3.12.FN-ACT.4 Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop an accounting career.

#### 21<sup>st</sup> Century Themes

([www.21stcenturyskills.org](http://www.21stcenturyskills.org))

- Global Awareness
- Financial, Economic, Business and Entrepreneurial Literacy
- Civic Literacy
- Health Literacy
- Environmental Literacy

#### 21<sup>st</sup> Century Skills

##### *Learning and Innovation Skills:*

- Creativity and Innovation
- Critical Thinking and Problem Solving
- Communication and Collaboration

##### *Information, Media and Technology Skills:*

- Information Literacy
- Media Literacy
- ICT (Information, Communications and Technology) Literacy

##### *Life and Career Skills:*

	<ul style="list-style-type: none"> <li><u>x</u> Flexibility and Adaptability</li> <li><u>x</u> Initiative and Self-Direction</li> <li><u>x</u> Social and Cross-Cultural Skills</li> <li><u>x</u> Productivity and Accountability</li> <li><u>x</u> Leadership and Responsibility</li> </ul>
<p><b><u>Enduring Understandings:</u></b> Students will understand that ...</p> <p><i>EU 1</i> The ability to navigate in a computerized accounting system allows information to be entered and retrieved more efficiently.</p> <p><i>EU 2</i> Customizing the work space and applying special features will assist in the ease of inputting and retrieval of financial data</p> <p><i>EU 3</i> The ability to analyze, synthesize, and evaluate financial work with technology will allow them to solve problems and complete tasks efficiently and effectively.</p>	<p><b><u>Essential Questions:</u></b></p> <p><i>EU 1, EU 2</i></p> <ul style="list-style-type: none"> <li>• How does using a computerized accounting system provide you with complete financial status at any time?</li> </ul> <p><i>EU 3</i></p> <ul style="list-style-type: none"> <li>• How does processing accounting information differ when using a computerized accounting system?</li> </ul>
<p><b><u>Knowledge:</u></b> Students will know...</p> <p><i>EU 1</i></p> <ul style="list-style-type: none"> <li>• The procedure to launch the computerized accounting program.</li> <li>• The steps involved in opening, saving, restoring and exporting files.</li> </ul> <p><i>EU 1, EU 2</i></p> <ul style="list-style-type: none"> <li>• The methods in which you navigate using a computerized accounting system efficiently.</li> <li>• The procedure for setting defaults.</li> </ul> <p><i>EU 3</i></p>	<p><b><u>Skills:</u></b> <i>Students will be able to...</i></p> <p><i>EU 1</i></p> <ul style="list-style-type: none"> <li>• Open, back up, restore and export files.</li> </ul> <p><i>EU 1, EU 2</i></p> <ul style="list-style-type: none"> <li>• Navigate computer programs using menus, drop-down lists, toolbars, and navigations icons.</li> <li>• Set global options.</li> <li>• Customize the workspace</li> </ul> <p><i>EU 1, EU3</i></p> <ul style="list-style-type: none"> <li>• Set up a computerized accounting program.</li> </ul>

<ul style="list-style-type: none"> <li>• A new company requires setting up beginning balances and new accounts.</li> </ul>	
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**Stage 2 – Assessment Evidence**

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<p><b>Other Evidence:</b> <i>Tests, Quizzes, Prompts, Self-assessment, Observations, Dialogues, etc.</i></p> <ul style="list-style-type: none"> <li>• Define vocabulary terms</li> <li>• Completion of chapter and exercise assignments</li> <li>• Test and quizzes on unit content</li> <li>• Practical project(s)</li> </ul>
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**Stage 3 – Learning Plan**

<p><b>Suggested Learning Activities to Include Differentiated Instruction and Interdisciplinary Connections:</b> <i>Consider the WHERETO elements</i></p> <p>In this unit on setting up, customizing, and navigating in a computerized system, you are to introduce the Enduring Understanding and Essential Questions and the students need to know the benefits of an automated accounting system</p> <ul style="list-style-type: none"> <li>• Define unit terms and concepts <b>(A)</b></li> <li>• Demonstrate how to navigate, set defaults and customize in a computer programs <b>(A)</b></li> <li>• Complete chapter assignments. <b>(A, M)</b></li> <li>• Have students set defaults and customize the program for a sample company. <b>(M, T)</b></li> <li>• Complete chapter exercises. <b>(M, T)</b></li> <li>• List ways in which customizing help you enter data. <b>(M, T)</b></li> </ul> <p>Ensure that there are ongoing cycles of model, practice, feedback, and adjustment built into the unit.</p>
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