

Course Title – Accounting 4

Implement start year – 2018-2019

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Unit #2 Computerized Accounting--Cash Control Systems and Banking

Transfer Goal –

Students will be able to independently use their learning to balance their personal checking account.

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.

21st Century Themes

(www.21stcenturyskills.org)

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

21st 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:

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|---|--|
| | <ul style="list-style-type: none"> <u>x</u> Flexibility and Adaptability <u>x</u> Initiative and Self-Direction <u>x</u> Social and Cross-Cultural Skills <u>x</u> Productivity and Accountability <u>x</u> Leadership and Responsibility |
| <p><u>Enduring Understandings:</u> Students will understand that...</p> <p><i>EU 1</i> There are advantages and disadvantages of using an automated system for banking.</p> <p><i>EU 2</i> Computerized banking systems can streamline repetitive procedures.</p> | <p><u>Essential Questions:</u></p> <p><i>EU 1, EU 2</i></p> <ul style="list-style-type: none"> • What benefits does a business gain from the use of a checking account? • What are the advantages of using a computerized system versus a manual system? • What internal controls can a business use to protect cash when using an automated system? |
| <p><u>Knowledge:</u> Students will know...</p> <p><i>EU 1, EU 2</i></p> <ul style="list-style-type: none"> • The importance of protecting cash. • Businesses need internal controls. • Steps for writing, viewing and printing a check register. • Banking records differ from business records. | <p><u>Skills:</u> Students will be able to...</p> <p><i>EU 1, EU 2</i></p> <ul style="list-style-type: none"> • Write, view and print checks. • Make entries in the check register. • Reconcile the cash account. |
| <p>Stage 2 – Assessment Evidence</p> | |
| <p>Other Evidence: <i>Tests, Quizzes, Prompts, Self-assessment, Observations, Dialogues, etc.</i></p> <ul style="list-style-type: none"> • Completion of chapter and exercise assignments • Test and quizzes on unit content • Practical project(s) | |

Stage 3 – Learning Plan

Suggested Learning Activities to Include Differentiated Instruction and Interdisciplinary Connections: *Consider the WHERETO elements*

In this unit on Computerized Accounting-Cash Control Systems and Banking, you are to introduce the Enduring Understandings and Essential Questions and the students need to know computerized banking systems can improve simplicity and accuracy.

- Write, view and print checks (**A**)
- Record entries in a check register (**A**)
- Reconcile a Bank Statement (**A**)
- Maintaining Accounting Records for a Service Business, (**A**)
- Automated Banking. (**A**)
- Summary and Review problems, (**A**)
- Explain the automated process to reconcile a bank statement. (**M**)
- Complete chapter assignments. (**A, M**)
- Unit quiz/test (**T**)
- Take a graded assignment and explain where you made a mistake(s) and what you would do to fix it. (**M, T**)
- Explain why a business would or wouldn't establish a computerized banking system. (**M, T**)
- Answer Analysis Questions, (**M, T**)
- Complete chapter exercises. (**M, T**)

Ensure that there are ongoing cycles of model, practice, feedback, and adjustment built into the unit.