

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 # 3—Computerized Accounting—Service Business

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.

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:

	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Flexibility and Adaptability <input checked="" type="checkbox"/> Initiative and Self-Direction <input checked="" type="checkbox"/> Social and Cross-Cultural Skills <input checked="" type="checkbox"/> Productivity and Accountability <input checked="" type="checkbox"/> Leadership and Responsibility
<p><u>Enduring Understandings:</u> <i>Students will understand that...</i></p> <p><i>EU 1</i> There are advantages and disadvantages of using a computerized system for running a service business.</p> <p><i>EU 2</i> A computerized accounting system can streamline business procedures.</p> <p><i>EU 3</i> A computerized accounting system has up-to-date balances for tracking Accounts Receivable and Accounts Payable accounts.</p>	<p><u>Essential Questions:</u></p> <p><i>EU 1, EU 2, EU 3</i> What are the advantages and disadvantages of a computerized accounting system?</p> <p><i>EU 2</i></p> <ul style="list-style-type: none"> • What value does using a computerized accounting system offer to a service business? • How do computerized accounting systems help companies make decisions about planning, organizing and allocating resources? <p><i>EU 3</i> Does a computerized accounting system help improve collection of accounts receivable?</p>
<p><u>Knowledge:</u> <i>Students will know...</i></p> <p><i>EU 1, EU 2, EU 3</i></p> <ul style="list-style-type: none"> • GAAP (Generally Accepted Accounting Principles) provides guidance and structure for preparing financial statements. • A computerized accounting system can maintain records for a service business. • Financial Statements generated by an automated accounting system are used by service businesses. 	<p><u>Skills:</u> <i>Students will be able to...</i></p> <p><i>EU 1, EU 2, EU 3</i></p> <ul style="list-style-type: none"> • Maintain and update files for the company, customers, and vendors. • Generate a chart of accounts and record beginning account balances. • Record deposits, write checks, record ATM transactions, and prepare bank reconciliations. • Record purchases and sales transactions. • Generate financial reports. • Adjust accounts and set up records for the next accounting period.

Stage 2 – Assessment Evidence

Other Recommended Evidence: *Tests, Quizzes, Prompts, Self-assessment, Observations, Dialogues, etc.*

- 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. Each learning activity listed must be accompanied by a learning goal of A=Acquiring basic knowledge and skills, M=Making meaning and/or a T=Transfer.*

In this unit on Computerized Accounting for a Service Business, you are to introduce the Enduring Understanding and Essential Questions and the students need to know what considerations need to be made before using a computer program to keep records for a service business.

- Set up a service business in a computerized accounting system. **(A)**
- Record beginning account balances and enter transactions. **(A)**
- Generate financial statements. **(A)**
- Close an accounting period. **(A)**
- Complete chapter assignments. **(A, M)**
- Unit quiz/test **(T)**
- Complete chapter exercises. **(M, T)**
- Answer Analysis Questions, **(M, T)**
- Compare how an accountant's work is streamlined by using a computerized system versus a manual system. **(M, T)**
- Students will justify the reasonableness of solutions explain the principles of checks and balances as they relate to various accounting systems. **(M, T)**
- Take a graded assignment and explain where you made a mistake(s) and what you would do to fix it. **(M, T)**
- Have students explain why they would or wouldn't establish an automated system. **(M, T)**

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