

Month	Learning Target	Program Materials	Vocabulary	Assessment
September	<p>Students will describe the different users of accounting information.</p> <p>Students will prepare a net worth statement and explain its purpose.</p> <p>Students will classify accounts as assets, liabilities, or owner's equity and demonstrate their relationship in the accounting equation.</p> <p>Students will analyze the effects of transactions on the accounting equation.</p> <p>Students will distinguish between cash and on account transactions.</p> <p>Students will compare and contrast the types of transactions that increase and decrease owner's equity.</p> <p>Students will explain the difference between expenses and liabilities.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Accounting, accounting system, financial statements, net worth statement, asset, liability, personal net worth, equity, ethics, business ethics, service business, proprietorship, business plan, GAAP, equities, owner's equity, accounting equation, transaction, account, account title, account balance, capital account, creditor, revenue, sale on account, expense, withdrawals</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>
September	<p>Students will show the relationship between the accounting equation and a T account.</p> <p>Students will identify debit and credit side, the increase and decrease</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>T account, debit, credit, normal balance, chart of accounts, accounts payable, accounts receivable</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>

	<p>side and the balance side of various accounts.</p> <p>Students will restate and apply the four questions necessary to analyze transactions for starting a business into debit and credit parts.</p> <p>Students will analyze transactions for operating a business into debit and credit parts.</p>			
September	<p>Students will define what a journal is and explain why it is used to record transactions.</p> <p>Students will compare and contrast different source documents.</p> <p>Students will identify the four parts of a journal entry.</p> <p>Students will analyze and record transactions for buying and paying on account.</p> <p>Students will analyze and record transactions that affect owner's equity.</p> <p>Students will analyze and record sales and receipt of cash on account.</p> <p>Students will prove and rule a journal.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Journal, journalizing, entry, double-entry accounting, source document, check, invoice, sales invoice, receipt, memorandum, proving cash</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>

	<p>Students will demonstrate how to prove cash.</p> <p>Students will identify correct errors using standard accounting practices.</p>			
October	<p>Students will construct a chart of accounts for a service business organized as a proprietorship.</p> <p>Students will demonstrate correct principles for numbering accounts.</p> <p>Students will apply file maintenance principles to update a chart of accounts.</p> <p>Students will complete the steps necessary to open general ledger accounts.</p> <p>Students will post amounts from the general debit and general credit columns of a journal.</p> <p>Students will post column totals from a journal to ledger accounts.</p> <p>Students will analyze incorrect journal entries and prepare correcting entries.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Ledger, general ledger, account number, file maintenance, operating an account, posting, correcting entry</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>

	Students will demonstrate how to correct errors made during the posting process.			
October	<p>Students will record a deposit on a check stub.</p> <p>Students will endorse checks using blank, special and restrictive endorsements.</p> <p>Students will prepare a check stub and a check.</p> <p>Students will complete a bank statement reconciliation.</p> <p>Students will record and journalize a bank service charge.</p> <p>Students will complete recordkeeping for a dishonored check.</p> <p>Students will journalize an electronic funds transfer.</p> <p>Students will journalize debit card transactions.</p> <p>Students will establish petty cash fund.</p> <p>Students will prepare petty cash report.</p> <p>Students will replenish a petty cash fund.</p>	Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios	Checking account, deposit slip, endorsement, blank endorsement, special endorsement, restrictive endorsement, postdated check, voided check, bank statement, cancelled check, dishonored check, non-sufficient funds check, electronic funds transfer, debit card, petty ash, petty cash slip, cash short, cash over	Guided practice problems (working together problems), independent practice problems (on your own problems), application problems & mastery problems
November	Students will complete part A for a	Instructor's Resources, Website, Textbook,		Guided practice problems (working together

	<p>reinforcement activity to strengthen the learning of accounting concepts and procedures.</p> <p>Students will start a proprietorship and analyze changes that affect the accounting equation.</p> <p>Students will analyze transactions into debit and credit parts.</p> <p>Students will journalize transactions.</p> <p>Students will post to a general ledger.</p> <p>Students will use the cash control systems for the business.</p>	<p>Working Papers, Accounting in the real world scenarios</p>		<p>problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>
November/December	<p>Students will prepare the heading of a work sheet.</p> <p>Students will prepare the trial balance section of the work sheet.</p> <p>Students will analyze and explain the adjustments of supplies and prepaid insurance.</p> <p>Students will complete the adjustments columns of the work sheet.</p> <p>Students will prepare the balance sheet and income statement columns of a worksheet.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Fiscal period, fiscal year, work sheet, trial balance, prepaid expense, accrual basis of accounting, cash basis of accounting, adjustments, balance sheet, income statement, net income, net loss, adjusting entries</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>

	<p>Students will total and rule the work sheet</p> <p>Students will apply the steps for finding errors on a work sheet.</p> <p>Students will journalize and post the adjusting entries for supplies and prepaid insurance.</p>			
December	<p>Students will prepare an income statement for a service business.</p> <p>Students will calculate and analyze financial ratios using income statement amounts.</p> <p>Students will prepare a balance sheet for a service business organized as a proprietorship.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Financial accounting, managerial accounting, financial ratios, vertical analysis, return on sales</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>
January	<p>Students will journalize and post closing entries for a service business organized as a proprietorship.</p> <p>Students will prepare a post closing trial balance.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Permanent accounts, temporary accounts, closing entries, post-closing trial balance, accounting cycle</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>
January	<p>Students will complete part B for a reinforcement activity to strengthen the learning of accounting concepts and procedures including end of fiscal period activities.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>		<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>

	<p>Students will complete a work sheet and adjusting entries for a service business.</p> <p>Students will complete an income statement and balance sheet for a proprietorship.</p> <p>Students will record closing entries and prepare a post closing trial balance for a service business.</p>			
February	<p>Students will distinguish among service, retail merchandising and wholesale merchandising businesses.</p> <p>Students will identify differences between a sole proprietorship and a corporation.</p> <p>Students will explain the relationship between subsidiary ledger and a controlling account.</p> <p>Students will describe accounting procedures used in ordering merchandise.</p> <p>Students will discuss the purpose of a special journal.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Merchandise, merchandising business, retail merchandising business, wholesale merchandising business, corporation, capital, share of stock, stockholder, capital stock, articles of incorporation, charter, vendor, subsidiary ledger, accounts payable ledger, controlling account, inventory, merchandise inventory, perpetual inventory, periodic inventory, physical inventory, cost of merchandise, requisition, purchase order, special journal, purchase on</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>

	<p>Students will journalize purchases of merchandise on account using a purchases journal.</p> <p>Students will post merchandise purchases to an accounts payable ledger and a general ledger.</p> <p>Students will record cash payments using a cash payments journal.</p> <p>Students will record replenishment of a petty cash fund.</p> <p>Students will post cash payment to an accounts payable ledger and a general ledger.</p>		<p>account, purchases journal, special amount column, purchases invoice, terms of sale, due date, cash payments journal, list price, trade discount, net price, cash discount, general amount column, discount period, purchases discount, contra account, credit limit, schedule of accounts payable</p>	
February	<p>Students will explain the relationship between the accounts receivable ledger and its controlling accounts.</p> <p>Students will record sales on account using a sales journal.</p> <p>Students will post sales on account to an accounts receivable ledger and general ledger.</p> <p>Students will record cash and credit card sales</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Selling price, markup, accounts receivable ledger, sales tax, sales journal, cash sale, point of sale terminal, terminal summary, batch report, batching out, cash receipts journal, sales discount, schedule of accounts receivable</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>

	<p>using a cash receipts journal.</p> <p>Students will post cash receipts to an accounts receivable ledger and general ledger.</p> <p>Students will prepare a schedule of accounts receivable.</p>			
March	<p>Students will explain the purpose of a general journal.</p> <p>Students will account for purchases returns and allowances.</p> <p>Students will post a general journal to the accounts payable ledger and general ledger.</p> <p>Students will account for sales returns and allowances.</p> <p>Students will post a general journal to the accounts receivable ledger and general ledger.</p> <p>Students will explain the relationship between retained earnings and dividends.</p> <p>Students will account for the declaration and payment of dividends.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>General journal, purchases return, purchases allowance, debit memorandum, sales return, sales allowance, credit memorandum, retained earnings, dividends, board of directors, declaring a dividend</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>
March	<p>Students will explain how employees are paid.</p>	<p>Instructor's Resources, Website, Textbook,</p>	<p>Wage, salary, commission, total</p>	<p>Guided practice problems (working together</p>

	<p>Students will calculate hourly employee earnings.  Students will demonstrate the process for determining federal income tax withholdings.  Students will demonstrate the process for calculating social security and medicare taxes.  Students will explain the benefits of funding medical and retirement plans with pretax contributions.  Students will prepare a payroll register.  Students will justify the use of a payroll checking account.  Students will prepare employee payroll checks.</p>	<p>Working Papers,  Accounting in the real world scenarios</p>	<p>earnings, pay period, payroll, payroll clerk, time clock, payroll taxes, withholding allowance, payroll deduction, social security tax, medicare tax, accumulated earnings, tax base, qualified retirement plan, 401(k), individual retirement account, roth individual retirement account, payroll register, net pay, employee earnings record, voucher check, direct deposit</p>	<p>problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>
<p>April</p>	<p>Students will analyze a payroll transaction.  Students will journalize a payroll including employee payroll taxes.  Students will calculate and record employer payroll taxes.  Students will prepare selected payroll tax reports.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Salary expense, federal unemployment tax, deposit, lookback period</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>

	Students will pay and record withholding and payroll taxes.			
April	<p>Students will complete Reinforcement Activity 2 Part A to reinforce learning from this cycle of accounting of a merchandising business organized as a corporation.</p> <p>Students will account for purchases and cash payments.</p> <p>Students will account for sales and cash receipts.</p> <p>Students will account for transactions using a general journal.</p> <p>Students will prepare a payroll register.</p> <p>Students will account for payroll and payroll taxes.</p>	Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios		Guided practice problems (working together problems), independent practice problems (on your own problems), application problems & mastery problems

May	<p>Students will explain the purpose of the allowance method for recording losses from uncollectible accounts.</p> <p>Students will estimate uncollectible accounts expense using an aging of accounts receivable.</p> <p>Students will record the adjusting entry for the allowance for uncollectible accounts.</p> <p>Students will write off an uncollectible account receivable.</p> <p>Students will account for the collection of an account receivable that was written off.</p> <p>Students will record the acceptance of a note receivable.</p> <p>Students will account for the collection of a note receivable.</p> <p>Students will account for a dishonored note receivable.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Uncollectible accounts, allowance method, book value, book value of accounts receivable, net realizable value, percent of sales method, percent of accounts receivable method, aging of accounts receivable, writing off an account, direct write-off method, promissory note, note payable, note receivable, maker of a note, payee, principal, interest rate, maturity date, time of a note, maturity value, interest income, dishonored note</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>
May	<p>Students will prepare an unadjusted trial balance.</p> <p>Students will adjust supplies and prepaid insurance.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Unadjusted trial balance, beginning inventory, ending inventory, accrued revenue, accrued interest income, current assets, plant assets,</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems),</p>

	<p>Students will adjust merchandise inventory.</p> <p>Students will adjust interest receivable.</p> <p>Students will calculate depreciation expense using the straight line method.</p> <p>Students will adjust accumulated depreciation.</p> <p>Students will post adjusting entries.</p> <p>Students will adjust federal income tax payable.</p> <p>Students will prepare an adjusted trial balance.</p>		<p>depreciation expense, salvage value, useful life, straight line method of depreciation, accumulated depreciation, book value of a plant asset, adjusted trial balance, tax bracket, marginal tax rate</p>	<p>application problems &amp; mastery problems</p>
June	<p>Students will prepare an income statement for a merchandising business organized for a corporation.</p> <p>Students will prepare a statement of stockholders equity.</p> <p>Students will prepare a balance sheet organized as a corporation.</p> <p>Students will prepare closing entries.</p> <p>Students will prepare a post closing trial balance.</p>	<p>Instructor's Resources, Website, Textbook, Working Papers, Accounting in the real world scenarios</p>	<p>Operating revenue, net sales, cost of merchandise sold, gross profit, operating expenses, income from operations, statement of stockholders equity, par value, current liabilities, long term liabilities, supporting schedule</p>	<p>Guided practice problems (working together problems), independent practice problems (on your own problems), application problems &amp; mastery problems</p>