

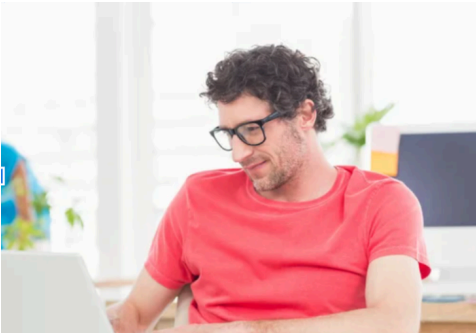
Course Title: Accounting !

Overview:

Dive into the exciting world of money management! Get ready to learn how to track financial transactions, understand important documents like income statements and balance sheets, and even dive into the world of budgets and payroll. By the end of this course, you'll be a pro at handling money, making smart financial decisions, and maybe even considering a future career as an accountant.

Essential Questions:

- Why is knowing basic accounting important for business decisions?
- How are business transactions recorded in accounting?
- How can we ensure the security and proper management of financial resources?
- What methods help businesses track and manage money flow?
- What skills are necessary for managing payroll effectively in business finance?
- Why is analyzing financial data essential for making informed decisions, and how does it contribute to financial success?
- What key accounting principles are essential for the NOCTI certification?

Unit 1: Introduction to Accounting/Careers in Accounting (10 Days)	Unit 2: Financial Transactions and Financial Statements (30 Days)	Unit 3: Secure Finances (5 Days)	Unit 4: Accounts Payable and Accounts Receivables (10 Days)
			
Focus: In this unit, we will discover the basic ideas that power finance. By studying how accounting impacts businesses, looking at financial statements, and learning key terms, you'll build a strong base to understand the language of money and its importance in business.	Focus: In this unit, we'll learn to record financial transactions accurately using the accounting equation. By studying how these transactions impact financial statements, you'll discover the importance of double-entry accounting. Through practical exercises, we'll look at income statements, balance sheets, and the significance of cash flow statements. Prepare to understand how numbers reveal a company's financial well-being!	Focus: In this unit, we will explore how to handle money securely. We will learn about important cash control procedures such as how to access a bank account safely, why dual control is essential, the importance of timely account reconciliations, and how to keep check stock secure. We will also practice counting cash, balancing bank statements, recording transactions for petty cash, documenting banking activities, and understanding the benefits of electronic funds transfer.	Focus: In this unit, we'll look at accounts payables and accounts receivables, vital parts of good money management. By learning how to handle what a business owes and is owed, you'll understand cash flow, foster good business connections, and keep the organization financially sound. Get set to explore tracking and managing money going in and out of a business!
Transfer Goals: T2. Work to achieve a level of precision by honing techniques, skills, methods, and processes to create and innovate. T6. Demonstrate professionalism through exhibiting attentiveness, growing from feedback, continuing to make a good impression, and adhering to industry	Transfer Goals: T2. Work to achieve a level of precision by honing techniques, skills, methods, and processes to create and innovate.	Transfer Goals: T2. Work to achieve a level of precision by honing techniques, skills, methods, and processes to create and innovate.	Transfer Goals: T2. Work to achieve a level of precision by honing techniques, skills, methods, and processes to create and innovate.

standards.			
T7. Communicate effectively based on purpose, task, and audience using appropriate vocabulary and/or technology.			
<u>Unit 5: Payroll</u> (10 Days)	<u>Unit 6: Financial Analysis</u> (10 Days)	<u>Unit 7: Certification</u> (5 Days)	
			
Focus: In this unit, we will explore payroll management, where we learn how to calculate employee compensation accurately. By understanding payroll regulations and processing paychecks, you will become skilled in managing this essential aspect of business finance.	Focus: In this unit, we will explore creating budgets for businesses and individuals, analyzing financial data for smart decisions, understanding the importance of budgeting, and learning about banking basics.	Focus: In preparing for the NOCTI Accounting Foundations certification, we will focus on mastering essential accounting principles. By understanding key concepts like financial transactions and statements, you will be able to demonstrate your proficiency in accounting and showcase your skills and knowledge for a successful career in finance.	
<u>Transfer Goals:</u> T2. Work to achieve a level of precision by honing techniques, skills, methods, and processes to create and innovate.	<u>Transfer Goals:</u> T2. Work to achieve a level of precision by honing techniques, skills, methods, and processes to create and innovate.	<u>Transfer Goals:</u> T3. Compete in the marketplace through their training, experience, and certification (as appropriate)	