

**Planned Course of Study**

**ACCOUNTING**

*Grades 10 – 12*

Business Department  
Salisbury Township School District  
1140 Salisbury Road  
Allentown, PA 18103

## **RATIONALE**

Accounting is an elective business course, which introduces students to this essential aspect of business and personal finance. As future workers, small business owners, and entrepreneurs, students who understand basic accounting principles will be more knowledgeable in managing their companies and their personal finances. As future investors, students will be better prepared to make economic decisions that will affect them and their futures. Computerized systems have made the mastery of technology skills an integral part of the accounting curriculum. Automated accounting systems eliminate the repetitive tasks required for manual accounting and focuses on individual and group activities as well as higher-level thinking skills.

## **COURSE DESCRIPTION**

Students will learn the basic principles of accounting for personal bookkeeping as well as for keeping books for a business in this elective course for career-oriented or college-bound student. Ledgers, journals, and financial statements are presented in this course. Students will explore vocational applications of accounting and career possibilities in the field. This course will introduce students to spreadsheet use and automated accounting software.

## **COURSE GOALS**

The student will:

- Complete and explain the purpose of the various steps in the accounting cycle.
- Apply generally accepted accounting principles to determine the value of assets, liabilities, and owner's equity.
- Prepare, interpret, and analyze financial statements using manual and computerized systems for service, merchandising, and manufacturing businesses.
- Apply appropriate accounting principles to payroll, income taxation, managerial systems, and various forms of ownership.
- Apply accounting procedures to various business simulations utilizing proper ethical procedures.
- Describe the types of on-the-job activities that are required of entry level accounting workers.

## **COURSE SYLLABUS**

- I. Introduction to Accounting
  - A. Accounting in a Private Enterprise Economy
  - B. Business Transactions and the Basic Accounting Equation
  
- II. The Basic Accounting Cycle
  - A. Analyzing Transactions Affecting Assets, Liabilities, and Owner's Equity
  - B. Analyzing Transactions Affecting Revenue, Expenses, and Withdrawals
  - C. Recording Transactions in a General Journal
  - D. Posting Journal Entries to the General Ledger Accounts
  - E. Preparing a Six-Column Worksheet
  - F. Preparing Financial Statements for a Sole Proprietorship
  - G. Completing the Accounting Cycle for a Sole Proprietorship
  - H. Cash Control and Banking Activities
  
- III. The Accounting Cycle for a Merchandising Business
  - A. Accounting for Sales on Account
  - B. Accounting for Cash Receipts
  - C. Accounting for Purchases on Account
  - D. Recording General Journal Transactions
  - E. Recording Adjusting and Closing Entries
  
- IV. Accounting for a Payroll System
  - A. Payroll Accounting
  - B. Payroll and Tax Records
  
- V. Accounting for Special Procedures
  - A. Accounting for the Depreciation of Property and Equipment
  - B. Accounting for Inventories
  - C. Accounting for Notes Receivable and Payable

**Accounting  
11-12  
Full Year**

<b>INTRODUCTION TO ACCOUNTING</b>			
<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>National Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. define accounting and explain the purpose of the accounting system.</li> <li>2. explain the importance of GAAP.</li> <li>3. demonstrate the understanding of the basic accounting equation.</li> </ol>	<ul style="list-style-type: none"> <li>• Teacher lead discussion on : Why we need accounting, what if we didn't have it, the language of accounting, and accounting is a system.</li> <li>• Relate accounting to a game.</li> <li>• Internet/media-job finding.</li> <li>• Direct class discussion on and demonstrate procedures to: the accounting equation, and solve simple math problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Class discussion</li> <li>• Cooperative group worksheets.</li> </ul>	<p>I. Level 3-4 V. A. Level 3-4</p>
<b>Resources/Materials</b>			
Internet, Periodicals, Journals, Textbook, Workbook, Worksheets, Glencoe Accounting Software, Teaching Transparencies			
<b>Additional Resources/Inter-disciplinary Relationships</b>			
Mathematics, Social Studies, Entrepreneurship, Business Math, Economics, Computer Applications			

**ACCOUNTING**  
**11-12**  
**Full Year**

***THE BASIC ACCOUNTING CYCLE***

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>National Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. describe the purposes of the assets, liabilities, and drawing accounts and illustrate the effects on owner's equity.</li> <li>2. identify a variety of source documents.</li> <li>3. analyze business transactions using source documents and describe the effect on the basic accounting equation.</li> </ol>	<ul style="list-style-type: none"> <li>• Classify items as assets, liabilities, or owner's equity.</li> <li>• Explain and demonstrate: Checks, invoices, sales slips, memos.</li> <li>• Internet activities</li> <li>• Workbook examples</li> <li>• Debit/credit flashcards</li> <li>• Analyze business transactions</li> <li>• Basic accounting equation and the importance of the balancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> </ul>	<p>I. Level 3-4 II. A. Level 3-4     B. Level 3-4     C. Level 3-4 III. A. Level 3-4     B. Level 3-4 V. A. Level 3-4</p>
<b>Resources/Materials</b>			
<p>Workbook, internet, worksheets, Accounting game, flashcards, Glencoe Accounting Software, Teaching Transparencies</p>			
<b>Additional Resources/Inter-disciplinary Relationships</b>			
<p>Computer Applications, Mathematics, Business Math, Economics, Entrepreneurship, Social Studies</p>			

**ACCOUNTING**  
**11-12**  
**Full Year**

**THE BASIC ACCOUNTING CYCLE**

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>National Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>4. explain the double entry system of accounting and apply debit and credit rules when analyzing business transactions.</li> <li>5. journalize business transactions using the various journal formats.</li> <li>6. explain the purpose of a journal and it's relationship to the ledger through postings.</li> <li>7. prepare a six-column worksheet</li> </ol>	<ul style="list-style-type: none"> <li>• Analyze business transactions.</li> <li>• Internet activities</li> <li>• Workbook examples</li> <li>• Debit/credit flashcards.</li> <li>• Guided practice on the importance of balancing the basic accounting equation.</li> <li>• Glencoe Accounting Software practice sets.</li> <li>• Examine the various journals and purposes for each.</li> <li>• Guided practice on posting to the ledger from the journal.</li> <li>• Guided practice on preparing and extending the six column worksheet</li> <li>• Examine net income/loss and it's effect on owner's equity.</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> </ul>	<p>I. Level 3-4 II. A. Level 3-4 B. Level 3-4 C. Level 3-4 III. A. Level 3-4 B. Level 3-4 V. A. Level 3-4</p>
<b>Resources/Materials</b>			
<p>Workbook, internet, worksheets, Accounting game, flashcards, Glencoe Accounting Software, Teaching Transparencies</p>			
<b>Additional Resources/Inter-disciplinary Relationships</b>			
<p>Computer Applications, Mathematics, Business Math, Economics, Entrepreneurship, Social Studies</p>			

***THE BASIC ACCOUNTING CYCLE***

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ul style="list-style-type: none"> <li>8. analyze the trial balance and prepare financial statements and describe each.</li> <li>9. explain the purposes of the closing process, journalize and post them, and prepare a post-closing trial balance.</li> <li>10. use accounting software to maintain accounting records and differentiate between computerized and manual accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Guided practice on balancing the ledger with the trial balance.</li> <li>• Student demos</li> <li>• Practice sets</li> <li>• Guided practice on preparation of balance sheet, income statement, and statement of changes in owner's equity.</li> <li>• Lecture and demonstrate on:               <ul style="list-style-type: none"> <li>• Temporary and permanent capital accounts.</li> <li>• Identifying accounts which must be closed.</li> <li>• Closing process</li> </ul> </li> </ul> <p>Guided practice on updating the ledger to prepare a post-closing trial balance.</p> <ul style="list-style-type: none"> <li>• Glencoe Accounting software</li> <li>• Workbook examples</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> </ul>	<p>II. A. Level 3-4 III. A. Level 3-4 B. Level 3-4 V. A. Level 3-4</p>
<b>Resources/Materials</b>			
Internet, Textbook, Workbook, Worksheets, Glencoe Accounting Software, Teaching Transparencies			
<b>Additional Resources/Inter-disciplinary Relationships</b>			
Mathematics, Computer Applications, Entrepreneurship, Business Math, Economics			

***THE BASIC ACCOUNTING CYCLE***

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ul style="list-style-type: none"> <li>11. describe the internal controls used to protect cash</li> <li>12. accurately record information on check stubs.</li> <li>13. prepare a check correctly</li> <li>14. reconcile a bank statement</li> <li>15. journalize and post entries relating to bank service charges.</li> </ul>	<ul style="list-style-type: none"> <li>• lecture and demonstrate: Procedures for               <ul style="list-style-type: none"> <li>➤ opening checking accounts</li> <li>➤ bank reconciliation,</li> <li>➤ recording entries resulting from bank reconciliation,</li> <li>➤ ATM and debit cards,</li> <li>➤ signature cards</li> </ul> </li> <li>• Glencoe Accounting software</li> <li>• Practice check writing</li> <li>• Workbook examples</li> <li>• Student demos</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> </ul>	<ul style="list-style-type: none"> <li>II. A. Level 3-4</li> <li>III. A. Level 3-4</li> <li style="padding-left: 40px;">B. Level 3-4</li> <li>V. A. Level 3-4</li> </ul>
<b>Resources/Materials</b>			
Internet, Textbook, Workbook, Worksheets, Glencoe Accounting Software, Teaching Transparencies			
<b>Additional Resources/Inter-disciplinary Relationships</b>			
Mathematics, Computer Applications, Entrepreneurship, Business Math, Economics			

***THE ACCOUNTING CYLCLE FOR A MERCHANDISING BUSINESS***

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>National Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. differentiate between service and merchandising business</li> <li>2. identify special journals for a merchandising business</li> <li>3. record sales of merchandise on account in a multicolumn sales journal</li> <li>4. post to the accounts receivable subsidiary ledger</li> <li>5. foot, prove, and total the sales journal and post to the general ledger.</li> </ol>	<ul style="list-style-type: none"> <li>• Student demos: Fill out a sales slip</li> <li>• Guided practice on sales tax and credit terms.</li> <li>• Practice sets</li> <li>• Workbook examples.</li> <li>• Introduce sales journals and the need for them</li> <li>• Guided practice on journalizing sales on account and posting them to the accounts subsidiary ledger.</li> <li>• Guided practice on footing, proving, and totaling sales journal and posting to the general ledger.</li> <li>• Workbook examples</li> <li>• Glencoe Accounting software</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> <li>• Business simulations</li> </ul>	<p>II. A. Level 3-4 B. Level 3.4 C. Level 3-4 III. A. Level 3-4 B. Level 3-4 IV. A. Level 3-4 B. Level 3-4 C. Level 3-4 V. A. Level 3-4</p>

**Resources/Materials**

Internet, Periodicals, journals, textbook, workbook, worksheets, Glencoe Accounting Software, Teaching Transparencies

**Additional Resources/Inter-disciplinary Relationships**

Mathematics, Entrepreneurship, Computer Applications, Economics, Business Math

**ACCOUNTING**  
**11-12**  
**Full Year**

**THE ACCOUNTING CYCLE FOR A MERCHANDISING BUSINESS**

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. journalize cash received by a business in a cash receipts journal</li> <li>2. post from the cash receipts journal to the accounts receivable subsidiary ledger and to the general ledger</li> <li>3. foot, prove, total, and rule a cash receipts journal</li> <li>4. post column totals from the cash receipts journal to the general ledger</li> <li>5. prepare a schedule of accounts receivable</li> </ol>	<ul style="list-style-type: none"> <li>• student demos: fill out receipts</li> <li>• guided practice on journalizing from cash receipts journal</li> <li>• practice sets</li> <li>• workbook examples</li> <li>• teacher lead discussion on cash receipts journal</li> <li>• guided practice on posting to the accounts receivable subsidiary ledger and to the general ledger</li> <li>• student demos: preparing schedule of accounts receivable</li> <li>• Glencoe Accounting software</li> <li>• Workbook examples</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> <li>• Business simulations</li> </ul>	<p>II. A. Level 3-4</p>
<b>Resources/Materials</b>			
<p>Internet, Periodicals, journals, textbook, workbook, worksheets, Glencoe Accounting Software, Teaching Transparencies</p>			
<b>Additional Resources/Inter-disciplinary Relationships</b>			
<p>Mathematics, Entrepreneurship, Computer Applications, Economics, Business Math</p>			

**ACCOUNTING**  
**11-12**  
**Full Year**

**THE ACCOUNTING CYCLE FOR A MERCHANDISING BUSINESS**

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. describe the procedures for processing a purchase on account</li> <li>2. explain the use of the purchases account</li> <li>3. journalize a purchase on account in a purchases journal</li> <li>4. post from the purchases journal to the accounts payable subsidiary ledger and to the general ledger</li> </ol>	<ul style="list-style-type: none"> <li>• student demos: fill out purchase order</li> <li>• teacher lead discussion on processing a purchase on account</li> <li>• guided practice on journalizing to the purchases journal</li> <li>• practice sets</li> <li>• guided practice on posting from the purchases journal to the accounts subsidiary ledger and to the general ledger</li> <li>• student demos: totaling, proving, and ruling purchases journal</li> <li>• Glencoe Accounting software</li> <li>• Workbook examples</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> <li>• Business simulations</li> </ul>	<p>II. B. Level 3-4</p>

**Resources/Materials**

Internet, Periodicals, journals, textbook, workbook, worksheets, Glencoe Accounting Software, Teaching Transparencies

**Additional Resources/Inter-disciplinary Relationships**

Mathematics, Entrepreneurship, Computer Applications, Economics, Business Math

**ACCOUNTING**  
**11-12**  
**Full Year**

**THE ACCOUNTING CYCLE FOR A MERCHANDISING BUSINESS**

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. explain the purpose of debit and credit memos</li> <li>2. journalize transactions involving sales returns and allowances</li> <li>3. journalize transactions involving purchases returns and allowances</li> <li>4. journalize correcting entries</li> </ol>	<ul style="list-style-type: none"> <li>• teacher lead discussion on debit and credit memos</li> <li>• student demos: fill out debit and credit memos</li> <li>• guided practice on journalizing involving sales returns and allowances</li> <li>• guided practice on journalizing purchases returns and allowances</li> <li>• student demos: correcting entries</li> <li>• practice sets</li> <li>• workbook examples</li> <li>• Glencoe Accounting software</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> <li>• Business simulations</li> </ul>	<p>I. Level 3-4</p>

**Resources/Materials**

Internet, Periodicals, journals, textbook, workbook, worksheets, Glencoe Accounting Software, Teaching Transparencies

**Additional Resources/Inter-disciplinary Relationships**

Mathematics, Entrepreneurship, Computer Applications, Economics, Business Math

**ACCOUNTING**  
**11-12**  
**Full Year**

**THE ACCOUNTING CYCLE FOR A MERCHANDISING BUSINESS**

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. record adjusting entries in the general journal</li> <li>2. post adjusting entries to the general ledger</li> <li>3. record closing entries</li> <li>4. post closing entries</li> <li>5. prepare a post closing trial balance</li> <li>6. describe the steps in the accounting cycle</li> </ol>	<ul style="list-style-type: none"> <li>• teacher lead discussion on adjusting and closing entries</li> <li>• guided practice on journalizing and posting adjusting entries</li> <li>• guided practice on recording and posting closing entries</li> <li>• student demos: prepare a post closing trial balance</li> <li>• diagram the 9 steps in the accounting cycle</li> <li>• workbook examples</li> <li>• Glencoe Accounting software</li> <li>• Practice sets</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> <li>• Business simulations</li> </ul>	<p>I. Level 3-4</p>

**Resources/Materials**

Internet, Periodicals, journals, textbook, workbook, worksheets, Glencoe Accounting Software, Teaching Transparencies

**Additional Resources/Inter-disciplinary Relationships**

Mathematics, Entrepreneurship, Computer Applications, Economics, Business Math

**ACCOUNTING**  
**11-12**  
**Full Year**

**ACCOUNTING FOR A PAYROLL SYSTEM**

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. explain the importance of accurate payroll records.</li> <li>2. calculate gross earnings and net pay</li> <li>3. explain the types of deductions from employee's earnings</li> <li>4. prepare a payroll register</li> <li>5. prepare an employee's earnings record</li> </ol>	<ul style="list-style-type: none"> <li>• student demos: identify a paycheck and its characteristics</li> <li>• teacher lead discussion on accurate payroll records</li> <li>• student lead discussion on ethics in the corporate world (ENRON)</li> <li>• guided practice on calculating gross earnings and net pay</li> <li>• teacher lead discussion on the deductions from an employee's earnings</li> <li>• guided practice on calculating deductions (FICA, state, local, etc.)</li> <li>• student demos: Fill out W-4 forms</li> <li>• guided practice on preparing a payroll register and an employee's earnings record</li> <li>• workbook examples</li> <li>• Glencoe Accounting software</li> <li>• Practice sets</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> <li>• Business simulations</li> </ul>	<p>IV. B. Level 3-4 C. Level 3-4 Level 4</p>
<b>Resources/Materials</b>			
Internet, Periodicals, journals, textbook, workbook, worksheets, Glencoe Accounting Software, Teaching Transparencies			
<b>Additional Resources/Inter-disciplinary Relationships</b>			
Mathematics, Entrepreneurship, Computer Applications, Economics, Business Math			

**ACCOUNTING**  
**11-12**  
**Full Year**

**ACCOUNTING FOR SPECIAL PROCEDURES**

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. identify plant assets</li> <li>2. explain the need to depreciate plant assets</li> <li>3. calculate the annual estimated depreciation expense of a plant asset</li> <li>4. calculate depreciate for a partial year</li> <li>5. determine the book value of a plant asset</li> <li>6. record adjusting entries in the general ledger for depreciation</li> </ol>	<ul style="list-style-type: none"> <li>• student lead discussion on the difference between a plant asset and a current asset</li> <li>• have students give examples of plant assets</li> <li>• teacher lead discussion on depreciation</li> <li>• student examples of depreciation</li> <li>• teacher lead discussion on the factors needed to calculate depreciation</li> <li>• guided practice on calculating depreciation using straight line method</li> <li>• guided practice on calculating depreciation for a partial year</li> <li>• student demos: fill out a plant asset record and determine book value</li> <li>• teacher lead discussion on recording adjusting entries in the general ledger</li> <li>• practice sets and workbook examples</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> <li>• Business simulations</li> </ul>	<p>I. A. Level 3-4 II. A. Level 3-4</p>

**Resources/Materials**

Internet, Periodicals, journals, textbook, workbook, worksheets, Glencoe Accounting Software, Teaching Transparencies

**Additional Resources/Inter-disciplinary Relationships**

Mathematics, Entrepreneurship, Computer Applications, Economics, Business Math

**ACCOUNTING**  
**11-12**  
**Full Year**

**ACCOUNTING FOR SPECIAL PROCEDURES**

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. explain the importance of maintaining consistent inventory records</li> <li>2. explain the difference between periodic and perpetual inventory systems</li> <li>3. determine the cost of a merchandise inventory using the following methods; specific identification, first in, first out, last in, first out, and weighted average cost</li> </ol>	<ul style="list-style-type: none"> <li>• teacher lead discussion on inventory systems and records</li> <li>• student demos: fill out stock cards and inventory sheets</li> <li>• practice sets</li> <li>• teacher lead discussion on the difference between perpetual and periodic inventory systems</li> <li>• guided practice determining inventory costs using the different inventory methods</li> <li>• workbook examples</li> <li>• Glencoe Accounting software</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> <li>• Business simulations</li> </ul>	<p>II. A. Level 3-4</p>
<b>Resources/Materials</b>			
<p>Internet, Periodicals, journals, textbook, workbook, worksheets, Glencoe Accounting Software, Teaching Transparencies</p>			
<b>Additional Resources/Inter-disciplinary Relationships</b>			
<p>Mathematics, Entrepreneurship, Computer Applications, Economics, Business Math</p>			

**ACCOUNTING**  
**11-12**  
**Full Year**

**THE ACCOUNTING CYCLE FOR A MERCHANDISING BUSINESS**

<b>Learning Objectives/ Content</b>	<b>Teaching/Learning Activities</b>	<b>Evaluation Criteria</b>	<b>State Standard</b>
<p>The student will be able to:</p> <ol style="list-style-type: none"> <li>1. explain how promissory notes are used by businesses</li> <li>2. determine the due date, interest expense, and maturity value of a promissory note</li> <li>3. explain the difference between interest bearing and non interest bearing notes</li> <li>4. record journal entries for notes payable and notes receivable</li> </ol>	<ul style="list-style-type: none"> <li>• teacher lead discussion on promissory notes</li> <li>• student demos: fill out promissory note</li> <li>• introduce students to time calendar</li> <li>• guided practice on calculating interest rates on a note using an interest table</li> <li>• teacher lead discussion on interest bearing and non interest bearing notes</li> <li>• guided practice on journalize entries for notes payable and notes receivable</li> <li>• practice sets</li> <li>• workbook examples</li> <li>• Glencoe Accounting software</li> </ul>	<ul style="list-style-type: none"> <li>• Homework assignments</li> <li>• Quizzes</li> <li>• Tests</li> <li>• Computer simulations</li> <li>• Group worksheets</li> <li>• Class discussion</li> <li>• Business simulations</li> </ul>	<p>II. A. Level 3-4 B. Level 3-4</p>

**Resources/Materials**

Internet, Periodicals, journals, textbook, workbook, worksheets, Glencoe Accounting Software, Teaching Transparencies

**Additional Resources/Inter-disciplinary Relationships**

Mathematics, Entrepreneurship, Computer Applications, Economics, Business Math