

Scope and Sequence

Subject: Math

Grade: HS

Course Accounting

<u>Unit 1</u>	<u>Unit 2</u>	<u>Unit 3</u>	<u>Unit 4</u>
<p>Unit Title: Professional Standards and Communication Duration: 10 days</p> <ul style="list-style-type: none">• learning and discussing appropriate and effective communication• professional standards• problem-solving strategies.• career planning• appropriate research strategies to explore accounting careers, including education requirements, roles, and responsibilities.• identify and research accounting licensing and certification programs, including professional designations for accountants	<p>Unit Title: Accounting and Financial Reporting: Purposes, Principles, and Responsibilities Duration:10 days</p> <ul style="list-style-type: none">• purpose of accounting and financial reporting• impact accounting has on industry.• Generally Accepted Accounting Principles (GAAP),• the significance of responsibility in accounting,	<p>Unit 3: Accounting Cycles and Financial Statements Duration: 20 days</p> <ul style="list-style-type: none">• accounting cycles• examine, discuss, and analyze actual or simulated journals, charts of accounts, and financial statements,• post journal entries, prepare worksheets and trial balances, and prepare financial statements, including income statements, balance sheets, statements of stockholders' equity, and changes in owners' equity.	<p>Unit 4: Cash Controls, EFTs, and Bank Statements Duration:20 days</p> <ul style="list-style-type: none">• bank statements and journals, and learn• cash control procedures• account reconciliation• journalize and post cash-related entries.• problem solving in real world bank statement reconciliation activities• explain the benefits of electronic funds transfer.

<u>Unit 5</u>	<u>Unit 6</u>	<u>Unit 7</u>	<u>Unit 8</u>
<p>Unit title: Accounts Payable Duration: 20 days</p> <ul style="list-style-type: none"> • accounting functions for merchandising business • special journals • maintain a vendor file • purchase transactions • accounts payable subsidiary ledger • process invoices for payment, examine • accounts payable • balance sheet and cash flow statements, 	<p>Unit title: Accounts Receivable Duration: 20 days</p> <ul style="list-style-type: none"> • I identify, discuss, and explain the nature of accounts receivable and accounts receivable functions. • demonstrate how to maintain a customer file for accounts receivable, • analyze sales transactions, post to an accounts receivable subsidiary ledger, • process sales orders, returns, allowances, payments, and uncollectible accounts. 	<p>Unit title: Inventory Calculations Duration: 15 days</p> <ul style="list-style-type: none"> • identify, explain, and discuss the importance of merchandise inventory to a corporation, including the benefits of determining the most efficient inventory levels and the impact of inventory on a company's financial position. • create and/or use examples, diagrams, text, and/or other representations to summarize and explain the difference between periodic and perpetual methods of calculating inventory quantities. students will learn • calculate the cost of inventory, • First In, First 	<p>Unit title: Salaries and Payroll Expenses Duration: 20 days</p> <p>Students will have the opportunity to examine, discuss, interpret, and analyze time cards, paystubs, payroll journal entries, and payroll tax expense forms and reports. Students will learn, discuss, and demonstrate how to analyze, calculate, and interpret payroll deductions and taxes, journalize salary expenses, and calculate hours, earnings, and taxes. Students will also create and/or use diagrams and/or text to summarize and discuss payroll procedures and calculations. As a culminating activity for the unit, students will prepare an analysis of the impact of salary expenses and payroll tax expense on total expenses and net income.</p>

		Out (FIFO) method, • Last In, First Out (LIFO) method, • weighted average method, Gross Profit method of estimating inventory,	
<u>Unit 9</u>	<u>Unit 10</u>		
Unit Title: Accounting Simulations and Presentation Duration: 15 days • use course knowledge, skills, ideas, and reasoning to demonstrate effective oral and written communication skills in a clear and coherent oral presentation that analyzes the results of an accounting simulation covering an accounting cycle.			