



Unit	Essential Questions	Content	Skills	Vocabulary	Formative & Summative Assessments
<b>Journalizing Sales and Cash--Special Journals</b> (Week 1, 3 Weeks)	<ul style="list-style-type: none"> <li>What is the purpose of giving and receiving receipts?</li> <li>For any local company, such as a fast-food restaurant, suggest changes in the products they offer that you believe could increase sales.</li> </ul>	<p>Journalizing Sales on Account Using a Sales Journal</p> <ul style="list-style-type: none"> <li>Sales Tax</li> <li>Sales of Merchandise on Account</li> <li>Sales Journal</li> <li>Sales Invoice</li> <li>Sale on Account</li> <li>Totaling, Proving, and Ruling a Sales Journal</li> </ul> <p>Journalizing Cash Receipts Using a Cash Receipts Journal</p> <ul style="list-style-type: none"> <li>Processing Sales Transactions</li> <li>Processing Credit Cards</li> <li>Cash Receipts Journal</li> <li>Cash and Credit Card Sales</li> <li>Cash Receipts on Account</li> <li>Calculating Cash Receipts on Account with Sales Discount</li> <li>Journalizing Cash Receipts on Account with Sales Discounts</li> <li>Totaling, Proving, and Ruling a Cash Receipts Journal</li> <li>Proving Cash at the End of a Month</li> </ul> <p>Recording Transactions Using a General Journal</p> <ul style="list-style-type: none"> <li>Credit Memorandum for Sales Returns and Allowances</li> <li>Sales Returns and Allowances</li> <li>Journalizing Sales Returns and Allowances</li> </ul>	<ul style="list-style-type: none"> <li>Define accounting terms related to sales, purchases, cash receipts, and cash payment transactions.</li> <li>Identify accounting concepts of recording and journaling related to sales, purchases, cash receipts, and cash payment transactions.</li> <li>Classify the different types of source documents.</li> <li>Analyze how transactions affect accounts in an accounting equation.</li> </ul>	<ul style="list-style-type: none"> <li>Customer</li> <li>Sales Tax</li> <li>Sales Journal</li> <li>Cash sale</li> <li>Credit card sale</li> <li>Point-of-sale (POS) terminal</li> <li>Terminal summary</li> <li>Batch report</li> <li>Batching out</li> <li>Cash receipts journal</li> <li>Sales discount</li> <li>sales return</li> <li>sales allowance</li> <li>credit memorandum</li> </ul>	<p><b>Sales, Purchases, Cash Receipts, and Cash Payment</b></p> <p><b>Formative:</b> <b>Other: Quiz</b></p> <p>Multiple choice and performance test demonstrating prior knowledge on Sales, Purchases, Cash Receipts, and Cash Payment.</p> <p><b>Unit Test</b></p> <p><b>Summative:</b> <b>Test: Written</b></p> <p>Students will take a multiple choice and performance test.</p>

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<p><b>Preparing Payroll Records</b> (Week 4, 2 Weeks)</p>	<p>Why is your paycheck always less than what it says you made? Why is it important for you to know how your paycheck amount is calculated?</p>	<p><b><u>Prepare and Maintain Payroll Records</u></b></p> <ul style="list-style-type: none"> <li>• How to calculate earnings at an hourly and piece rate and on a salary, commission, and salary/commission basis.</li> <li>• How to calculate deductions including Federal income tax, Social Security tax, Medicare tax, State Income tax, and other deductions to determine net pay.</li> <li>• How to calculate employer’s payroll taxes (e.g., Social Security, Medicare, Federal Unemployment, and State Unemployment) and employee benefits paid by the employer.</li> </ul>	<ul style="list-style-type: none"> <li>• Define accounting terms related to preparing Identify accounting concepts and practices related to Payroll Records.</li> <li>• Complete a payroll time card.</li> <li>• Calculate payroll taxes.</li> <li>• Complete a payroll register and an employee earnings record.</li> <li>• Prepare payroll checks.</li> </ul>	<ul style="list-style-type: none"> <li>• salary</li> <li>• pay period</li> <li>• payroll</li> <li>• total earnings</li> <li>• payroll taxes</li> <li>• withholding allowance</li> <li>• social security tax</li> <li>• Medicare tax</li> <li>• tax base</li> <li>• payroll register</li> <li>• net pay</li> <li>• employee earnings</li> <li>• federal unemployment tax</li> <li>• state unemployment tax</li> </ul>	<p><b>Calculating and Preparing Payroll Checks</b> <b>Formative: Performance: Skill Demonstration</b> Using a payroll simulation or applications, students will prepare payroll checks for a small business and journalize post entries related to payroll.</p> <p><b>Unit Test Summative: Test: Written</b> Students will take a multiple choice and performance test.</p>

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<b>Payroll Accounting, Taxes, and Reports</b> <i>(Week 6, 2 Weeks)</i>	Why are different forms of payroll reports needed? Why should payroll information be kept private and confidential?	<ul style="list-style-type: none"> <li>• Understand using a payroll register</li> <li>• Understand journalizing payment of a payroll</li> <li>• Understand calculating employer payroll taxes</li> <li>• Understand unemployment taxes</li> <li>• Understand forms used in preparing employee W-2 form</li> <li>• Understand the employer's quarterly federal tax return</li> <li>• Understand the process of journalizing all tax transactions</li> </ul>	<ul style="list-style-type: none"> <li>• Define accounting terms related to payroll accounting, taxes, and reports.</li> <li>• Identify accounting concepts and practices related to payroll accounting, taxes, and reports.</li> <li>• Analyze payroll transactions and record a payroll.</li> <li>• Record employer payroll taxes.</li> <li>• Prepare selected payroll tax reports.</li> <li>• Pay and record withholding and payroll taxes.</li> </ul>	<ul style="list-style-type: none"> <li>• salary</li> <li>• pay period</li> <li>• payroll</li> <li>• total earnings</li> <li>• payroll taxes</li> <li>• withholding allowance</li> <li>• social security tax</li> <li>• Medicare tax</li> <li>• tax base</li> <li>• payroll register</li> <li>• net pay</li> <li>• employee earnings</li> <li>• federal unemployment tax</li> <li>• state unemployment tax</li> </ul>	<b>Payroll Tax and Reports</b> <b>Formative:</b> <b>Performance:</b> <b>Skill Demonstration</b> Using a payroll simulation or applications, students will prepare payroll taxes and reports for a small business and journalize and post entries related to payroll taxes and reports.  <b>Unit Test</b> <b>Summative:</b> <b>Test: Written</b> Students will take a multiple choice test and performance test.
<b>Financial Statements for a Corporation</b> <i>(Week 8, 3 Weeks)</i>	<ul style="list-style-type: none"> <li>• What type of information does a financial statements present to a business?</li> <li>• How can a financial statement help a</li> </ul>	<b>Purpose of Corporation</b> <ul style="list-style-type: none"> <li>• Characteristics</li> <li>• Advantages</li> <li>• Disadvantages</li> </ul> <b>Different types of business</b> <ul style="list-style-type: none"> <li>• Service business</li> <li>• Merchandising business</li> <li>• Manufacturing business</li> </ul>	<ul style="list-style-type: none"> <li>• Define accounting terms related to analyzing transaction into financial statements.</li> <li>• Identify accounting practices related to preparing financial</li> </ul>	<ul style="list-style-type: none"> <li>• Net Sales</li> <li>• Cost of Merchandise Sold</li> <li>• Gross Profit on Sales</li> <li>• Financial Ratio</li> <li>• Earnings per Share</li> </ul>	<b>Financial Statement</b> <b>Formative:</b> <b>Performance:</b> <b>Recital</b> Call on students to state the what is a balancesheet and what

Unit	Essential Questions business making decisions?	Preparing an Income Statement Content	Skills statement in a corporation. types of business	Vocabulary Price-Earnings Ratio Statement of Stockholder's	Formative & Summative Assessments information do you get from a balancesheet. Continue the
		<p>Sheet</p> <ul style="list-style-type: none"> <li>• Uses of Financial Statements</li> <li>• Income Statement Information on a Work Sheet</li> <li>• Revenue Section on an Income Statement for a Merchandise Business</li> <li>• Cost of Merchandise Sold Section of an Income Statement for a Merchandise Business</li> <li>• Completing an Income Statement for a Merchandising Business</li> </ul> <p><b>Analyzing an Income Statement</b></p> <ul style="list-style-type: none"> <li>• Using Component Percentages</li> <li>• Analysis of Component Percentages</li> <li>• Analyzing an Income Statement Showing a Net Loss</li> <li>• Actions to correct unacceptable component percentages</li> <li>• Financial Ratios</li> </ul> <p><b>Preparing a Statement of Stockholders' Equity</b></p> <ul style="list-style-type: none"> <li>• Capital Stock Section of the Statement of Stockholders' Equity</li> <li>• Retained Earnings Section of the Statement of Stockholders' Equity</li> </ul> <p><b>Preparing a Balance Sheet</b></p> <ul style="list-style-type: none"> <li>• Balance Sheet Information on a Work Sheet</li> <li>• Current Assets Section of a Balance Sheet</li> <li>• Plant Assets Section of a Balance Sheet</li> <li>• Liabilities Section of a Balance Sheet</li> <li>• Stockholders' Equity Section of a Balance Sheet</li> <li>• Completing a Balance Sheet</li> <li>• Supporting Schedules for a Balance Sheet</li> </ul>	<ul style="list-style-type: none"> <li>• List the different types of business and their characteristics, Advantages and Disadvantages.</li> <li>• Calculate accounting formulas such as the percentages and financial ratios.</li> <li>• Preparing a financial statements. (Balance sheets, stockholders' equity, etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Price-Earnings Ratio</li> <li>• Statement of Stockholder's Equity</li> <li>• Par Value</li> <li>• Current Liabilities</li> <li>• Long-Term Liabilities</li> <li>• Supporting Schedule</li> </ul>	<p>same question with stockholders' equity and other financial documents.</p> <p><b>Unit Test Summative: Test: Written</b></p> <p>Student will take a multiple choice and performance test.</p>

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<p><b>Adjusting &amp; Closing Entries for a Corporation</b> (Week 11, 2 Weeks)</p>	<ul style="list-style-type: none"> <li>Identify a company that have extended their product lines beyond their original market.</li> <li>What types of expenses do you encounter in your daily lives?</li> </ul>	<p>Recording Adjusting Entries</p> <ul style="list-style-type: none"> <li>Adjusting Entries Recorded from a Work Sheet</li> <li>Adjusting Entry for Allowance for Uncollectible Accounts</li> <li>Adjusting Entry for Merchandise Inventory</li> <li>Adjusting Entry for Supplies—Office</li> <li>Adjusting Entry for Supplies—Store</li> <li>Adjusting Entry for Prepaid Insurance</li> <li>Adjusting Entry for Depreciation—Office Equipment</li> <li>Adjusting Entry for Depreciation—Store Equipment</li> <li>Adjusting Entry for Federal Income Taxes</li> </ul> <p>Recording Closing Entries for Income Statement Accounts</p> <ul style="list-style-type: none"> <li>The Income Summary Account</li> <li>Closing Entry for Accounts with Credit Balances</li> <li>Closing Entry for Income Statement Accounts with Debit Balances</li> <li>Summary of Closing Entry for Income Statement Accounts with Debit Balances</li> <li>Closing Entry to Record Net Income</li> <li>Closing Entry for Dividends</li> <li>Completed Closing Entries for a Corporation Recorded in a Journal</li> </ul> <p>Preparing a Post-Closing Trial Balance</p> <ul style="list-style-type: none"> <li>Completed General Ledger After Adjusting and Closing Entries Are Posted</li> <li>Post-Closing Trial Balance</li> <li>Accounting Cycle for a Merchandising Business Organized as a Corporation</li> </ul>	<ul style="list-style-type: none"> <li>Define accounting terms related to adjusting entries closing entries.</li> <li>Identify accounting concepts and practice relating to adjusting and closing entries.</li> <li>Classify the steps in closing out temporary accounts.</li> <li>Analyze how transactions affect accounts in an accounting equation.</li> </ul>	<ul style="list-style-type: none"> <li>Adjusting Entries</li> <li>Closing entries</li> </ul>	<p><b>Adjusting/Closing entries</b> <b>Formative:</b> <b>Performance:</b> <b>Skill Demonstration</b> Students adjust entries and close out accounts using the general journals and ledgers. Put the permanent accounts in the post-closing trial balance.</p> <p><b>Unit Test</b> <b>Summative:</b> <b>Test: Written</b> Student will take a multiple choice and performance test</p>

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<p><b>Accounting for Uncollectible Accounts Receivable</b> (Week 13, 2 Weeks)</p>	<ul style="list-style-type: none"> <li>• Why is it important to keep track of your uncollectible accounts?</li> <li>• How do uncollectible accounts affect a company?</li> </ul>	<p>Explain the purpose of and record transactions related to uncollectible accounts/bad debts/doubtful accounts.</p> <ul style="list-style-type: none"> <li>• a. Justify the need for writing off uncollectible accounts/bad debts/doubtful accounts.</li> <li>• b. Explain the differences between the direct write-off and allowance methods.</li> <li>• c. Estimate uncollectible accounts/bad debts/doubtful accounts using the percentage of total sales method; record and post the adjusting entry.</li> <li>• d. Journalize and post the adjusting entry for uncollectible accounts expense.</li> <li>• e. Journalize and post the entry to write off an account.</li> <li>• f. Journalize and post the entries for collecting a previously written-off account.</li> </ul>	<ul style="list-style-type: none"> <li>• Define accounting terms related to uncollectible accounts.</li> <li>• Identify accounting concepts and practices related to uncollectible accounts.</li> <li>• Calculate, Journalize, and post estimated uncollectible accounts expense.</li> <li>• Journalize and post entries related to writing off and collecting uncollectible accounts receivable.</li> </ul>	<ul style="list-style-type: none"> <li>• Writing off an account</li> </ul>	<p><b>uncollectible accounts/bad debts/doubtful accounts.</b> <b>Formative:</b> <b>Other: Quiz</b></p> <p><b>uncollectible accounts/bad debts/doubtful accounts.</b> <b>Summative:</b> <b>Test: Common</b></p>

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<p><b>Accounting for Plant Assets and Depreciation</b> (Week 15, 3 Weeks)</p>	<ul style="list-style-type: none"> <li>1. How much will depreciation play apart in your purchasing of a vehicle?</li> </ul>	<ul style="list-style-type: none"> <li>Buying Plant Assets and Paying Property Tax</li> <li>Calculating Depreciation Expense</li> <li>Journalizing Depreciation Expense</li> </ul>	<ul style="list-style-type: none"> <li>Define accounting terms related to Plant Assets, Depreciation, and Property tax expense.</li> <li>Identify accounting concepts and practices related to Buying Plant Assets and Paying Property Tax, Calculating Depreciation Expenses, Journalizing Depreciation Expenses.</li> <li>Record the buying of a plant asset and the paying of property tax.</li> <li>Calculate depreciation expense and book value using the straight-line method of depreciation.</li> <li>Calculate depreciation expense and book value using the double-declining balance method of depreciation.</li> </ul>	<ul style="list-style-type: none"> <li>Real Property</li> <li>Personal Property</li> <li>assessed Value</li> <li>Plant asset record</li> <li>gain on plant assets</li> <li>loss on plant assets</li> <li>declining-balance method of depreciation</li> </ul>	<p><b>Formative Assessment</b> <b>Formative: Other: Quiz</b></p> <p><b>Unit TEST</b> <b>Summative: Test: Common</b></p>

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<p><b>State Exam Review and Exam</b>            (Week 18, 1 Week)</p>					

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