

Ketchikan High School Course Guide

Course Title	<u>Accounting II</u>	Date Adopted	Revision 06-07
Department	Career and Technical / Business	Course Length	One Year

Course Description:

Accounting II emphasizes the computer applications of accounting principles. Students will review the full accounting cycle on the computer. Additional concepts will be introduced in this course to advance the student's knowledge of the accounting field. The course will cover such topics as careers in accounting, review of the accounting cycle, partnerships, computerized payroll problems, departmentalized accounting, delinquent accounts, plant assets, accruals, corporations, financial statement analysis, cash accounting, budgeting and management decision-making.

Standard 1. Know accounting terminology related to an accounting system for a merchandising business organized as a corporation.

*National Standards for Business Education (NBEA): Accounting
AK Performance: Reading, B, D Writing, A
Content Standards Technology: B, D
Industry-based Standards: D, B, P
AK Employability Standards: A
AK Cultural Standards: none
All Aspect of Industry Standards: Principles of Technology,
Community Issues, Management, Finance, Business Planning,
and Personal Work Habits*

- 1.1 Define accounting terms related to purchases and cash payments.
- 1.2 Define accounting terms related to sales and cash receipts.
- 1.3 Define accounting terms related to uncollectible accounts.
- 1.4 Define accounting terms related to plant assets and depreciation.
- 1.5 Define accounting terms related to notes and interest.
- 1.6 Define accounting terms related to accrued revenue and accrued
- 1.7 expenses.
- 1.7 Define accounting terms related to distributing dividends and preparing a work sheet for a merchandising business organized as a corporation.
- 1.8 Define accounting terms related to financial statements for a merchandising business organized as a corporation.

Standard 2. Understand accounting concepts and practices related to an accounting system for a merchandising business organized as a corporation.

*National Standards for Business Education (NBEA): Accounting
AK Performance: Reading, B, D Writing, A Math, A, B, D, E
Content Standards Technology: A, B, C, D, E
Industry-based Standards: D, B, P, A
AK Employability Standards: A, B
AK Cultural Standards: none*

All Aspect of Industry Standards: Principles of Technology, Community Issues, Management, Finance, Business Planning, and Personal Work Habits

- 2.1 Identify accounting concepts and practices related to purchases and cash payments.
- 2.2 Analyze transactions affecting purchases and cash payments.
- 2.3 Identify accounting concepts and practices related to sales and cash receipts.
- 2.4 Analyze transactions affecting sales and cash receipts.
- 2.5 Identify accounting concepts and practices related to uncollectible accounts.
- 2.6 Identify accounting concepts and practices related to accounting for plant assets and depreciation.
- 2.7 Identify accounting concepts and practices related to notes and interest.
- 2.8 Identify accounting concepts and practices related to accrued revenue and accrued expenses.
- 2.9 Identify accounting concepts and practices related to distributing dividends and preparing a work sheet for a merchandising business organized as a corporation.
- 2.10 Identify accounting concepts and practices related to financial statements and end of fiscal-period entries for a merchandising business organized as a corporation.

Standard

3. Demonstrate accounting procedures used in an accounting system for a merchandising business organized as a corporation.

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Industry-based Standards: D, B, P, A
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AK Cultural Standards: none
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- 3.1 Journalize and post transactions related to purchases and cash payments.
- 3.2 Journalize and post transactions related to sales and cash receipts.
- 3.3 Figure estimated uncollectible accounts expense.
- 3.4 Journalize and post entries related to uncollectible accounts.
- 3.5 Calculate depreciation expense and book value of a plant asset.
- 3.6 Record plant asset information in a plant asset record.
- 3.7 Journalized entries related to accounting for plant assets and depreciation.
- 3.8 Calculate interest and maturity dates for notes.
- 3.9 Analyze and record transactions for notes payable and notes receivable.
- 3.10 Record adjusting, closing, and reversing entries for accrued revenue.
- 3.11 Record adjusting, closing, and reversing entries for accrued expenses.

- 3.12 Journalize the declaration and payment of a dividend for a merchandising business organized as a corporation.
- 3.13 Plan end-of-fiscal-period adjustments for a merchandising business organized as a corporation.
- 3.14 Complete a work sheet for a merchandising business organized as a corporation.
- 3.15 Prepare and analyze an income statement for a merchandising business organized as a corporation.
- 3.16 Prepare a statement of stockholders' equity for a merchandising business organized as a corporation.
- 3.17 Prepare and analyze a balance sheet for a merchandising business organized as a corporation.
- 3.18 Record adjusting and closing entries for a merchandising business organized as a corporation.
- 3.19 Record reversing entries for a merchandising business organized as a corporation.

Standard 4. Know accounting terminology related to selected accounting control systems

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 AK Employability Standards: A, B
 AK Cultural Standards: none
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- 4.1 Define accounting terms related to a voucher system.
- 4.2 Define accounting terms related to an inventory system.

Standard 5. Understand accounting concepts and practices related to selected accounting control systems.

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 Content Standards Technology: A, B, C, D, E
 Industry-based Standards: D, B, P, A
 AK Employability Standards: A, B
 AK Cultural Standards: none
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- 5.1 Identify accounting concepts and practices related to a voucher system.
- 5.2 Identify accounting concepts and practices related to an inventory system.

Standard	<p>6. Demonstrate accounting procedures for selected accounting control systems.</p> <p><i>National Standards for Business Education (NBEA): Accounting</i> <i>AK Performance: Reading, B, D Writing, A Math, A, B, D,</i> <i>Content Standards Technology: A, B, C, D, E</i> <i>Industry-based Standards: D, B, P, A</i> <i>AK Employability Standards: A, B</i> <i>AK Cultural Standards: none</i> <i>All Aspect of Industry Standards: Principles of Technology,</i> <i>Community Issues, Management, Finance, Business Planning,</i> <i>and Personal Work Habits</i></p> <p>6.1 Prepare a voucher. 6.2 Journalize data from vouchers in a voucher register. 6.3 Journalize voucher payment transactions in a check register. 6.4 Journalize purchases returns and allowances and payroll transactions in a voucher system. 6.5 Determine the cost of merchandise inventory using the FIFO, LIFO, and weighted-average inventory costing methods. 6.6 Estimate the cost of merchandise inventory using the gross profit method of estimating inventory.</p>
Standard	<p>7. Know accounting terminology related to an automated accounting system.</p> <p><i>National Standards for Business Education (NBEA): Accounting</i> <i>AK Performance: Reading, B, D Writing, A</i> <i>Content Standards Technology: B, D</i> <i>Industry-based Standards: D, B, P</i> <i>AK Employability Standards: A</i> <i>AK Cultural Standards: none</i> <i>All Aspect of Industry Standards: Principles of Technology,</i> <i>Community Issues, Management, Finance, Business Planning,</i> <i>and Personal Work Habits</i></p> <p>7.1 Identify and define the key terms associated with automated accounting systems.</p>
Standard	<p>8. Understand accounting concepts and practices related to an automated accounting system.</p> <p><i>National Standards for Business Education (NBEA): Accounting</i> <i>AK Performance: Reading, B, D Writing, A Math, A, B, D, E</i> <i>Content Standards Technology: A, B, C, D, E</i> <i>Industry-based Standards: D, B, P, A</i> <i>AK Employability Standards: A, B</i> <i>AK Cultural Standards: none</i> <i>All Aspect of Industry Standards: Principles of Technology,</i> <i>Community Issues, Management, Finance, Business Planning,</i> <i>and Personal Work Habits</i></p>

- 8.1 Describe how hardware and software must work together in order for the computer to perform given tasks.
- 8.2 Describe the differences between manual and computerized accounting methods.
- 8.3 Describe accounting system integration.
- 8.4 Describe the differences between manual and computerized general ledger methods.
- 8.5 Identify the components and procedures for general ledger setup.
- 8.6 Identify the components and procedures required to generate General Ledger reports.
- 8.7 Interpret the cost of merchandise sold section of the income statement.
- 8.8 Describe the differences between manual and computerized accounts payable methods.
- 8.9 Identify the components of and procedures for accounts payable setup.
- 8.10 Identify the components and procedures required to process accounts payable transactions and generate accounts payable reports.
- 8.11 Describe the differences between manual and computerized accounts receivable methods.
- 8.12 Identify the components and procedures for accounts receivable setup.
- 8.13 Identify the components and procedures required to generate accounts receivable reports.
- 8.14 Describe the differences between manual and computerized payroll methods.
- 8.15 Identify the components of and procedures for payroll setup.
- 8.16 Identify the components and procedures required to generate payroll reports.

Standard

9. Demonstrate accounting procedures for an automated accounting system.

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- 9.1 Respond to computer messages using the special keyboard keys, mouse, system rules and standards.
- 9.2 Recognize and respond to error conditions.
- 9.3 Perform startup procedures.
- 9.4 Perform disk file and printer handling procedures.
- 9.5 Perform text-editing tasks.
- 9.6 Set run date and company information.
- 9.7 Build a chart of accounts and set control accounts.
- 9.8 Enter/correct opening balances.

- 9.9 Display or print a chart of accounts.
- 9.10 Display or print opening balances.
- 9.11 Save data to disk.
- 9.12 Perform chart of accounts file maintenance.
- 9.13 Set run date and batch number and key journal entry transactions.
- 9.14 Display or print a Chart of Accounts report, a Journal Entries report, a General Ledger report and an income statement and a balance sheet.
- 9.15 Perform and describe the period-end closing process.
- 9.16 Display or print a post-closing trial balance.
- 9.17 Complete the system setup process for a merchandising business organized as a partnership.
- 9.18 Record transactions for purchases of merchandise.
- 9.19 Record the adjusting entries for merchandise inventory.
- 9.20 Complete the accounting cycle for a merchandising business using the computerized General Ledger System.
- 9.21 Set the starting check number.
- 9.22 Enter vendor data and opening balances.
- 9.23 Display or print a vendor list and opening balances.
- 9.24 Perform vendor file maintenance.
- 9.25 Set the batch number and enter purchases and cash payments.
- 9.26 Display or print a vendor list, a Purchases on Account report, a Cash Payments report, a general ledger posting summary, a schedule of accounts payable, a check register and checks.
- 9.27 Enter customer data and opening balances.
- 9.28 Display or print a customer list and opening balances.
- 9.29 Perform customer file maintenance.
- 9.30 Set the batch number and enter sales and cash receipts transactions.
- 9.31 Display or print a customer list, a sales on account report, a Cash Receipts report, a general ledger-posting summary, a schedule of accounts receivable.
- 9.32 Print customer statements.
- 9.33 Record and process purchases discounts, debit memorandums, sales discounts and credit memorandums.
- 9.34 Complete the accounting cycle using all three integrated accounting systems (the General Ledger, Accounts Payable and Accounts Receivable Systems).
- 9.35 Enter employee data and beginning balances.
- 9.36 Display or print an employee list and a Beginning Balances report.
- 9.37 Perform employee file maintenance.
- 9.38 Enter and correct payroll transactions.
- 9.39 Display or print an employee list, a payroll proof, a payroll register, payroll checks, a Quarterly report and annual W-2 statements.

List Desired Affective Outcomes, Two or Three:

Understands accounting concepts and skills needed for careers in related business fields.

Understands accounting concepts and skills to serve as a foundation on which to continue the study of accounting at the college level to achieve specific career objectives in accounting.

Major Activities:

Reinforcement Activity 3, Parts A and B
Advanced Automated Accounting for the Microcomputer
Putting Green Golf Supply—An Automated Business Simulation

Instructional Materials:Century 21 Advanced Accounting, 7E

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Century 21 Advanced Accounting, 7E

Working Papers and Study Guides
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Sounds Inc.—An Automated Business Simulation

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Advanced Automated Accounting 8.0

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Working Papers
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Technology Resources:

E-Mac Computer Lab
Sounds Inc. Automated Simulation -Mac Version
Electronic Auditor-Mac Version
Advanced Automated Accounting 8.0 -Mac Version
HP Laser Jet 5000 Series Printer
10-key calculators
Overhead projector
Digital Projector