

Ketchikan High School Course Guide

Course Title: Accounting III
Department: Business
Grade: 11-12

Course Length: One Year

- **Course Description:**

Accounting III is an advanced course that focuses on the important internal and external uses of accounting data. The program is divided into two parts: Managerial Accounting, which emphasizes the internal use of data by managers involved in making business decisions, controlling revenue, costs and expenses; and Financial Accounting, which is concerned with the organization and control of financial resources and the analysis of data by management and external groups such as stockholders, creditors and the general public. Computer applications along with the basic procedures of manual accounting systems are used.

- **Course Outcomes/Standards:**

Standard 1. The student should know accounting terminology related to an advanced automated accounting system.

Standard 2. The student should understand accounting concepts and practices related to an advanced automated accounting system.

Standard 3. The student should demonstrate accounting procedures for an advanced automated accounting system.

Standard 4. The student should demonstrate accounting procedures for a departmentalized accounting system.

Standard 5. The student should demonstrate the use of a computerized system to complete the accounting cycle for a merchandising business organized as a corporation.

Standard 6. The student should demonstrate the use of a computerized system to complete the accounting cycle for a budgetary accounting system.

- **Content/Performance Indicators:**

- 1.1 Identify and define the key terms associated with automated accounting systems.
- 2.1 Describe the various types of windows.
- 3.1 Operate the computer and the accounting software using the keyboard and mouse.
- 3.2 Perform system start-up procedures.
- 3.3 Make menu selections.
- 3.4 Load data from hard drive.
- 3.5 Perform data entry activities.
- 3.6 Display and print reports.

- 3.7 Access "Help" information.
- 3.8 Save data to disk.
- 3.9 Record additions, changes and deletions to the chart of accounts on the chart of accounts input forms.
- 3.10 Complete the journal entries input form.
- 3.11 Perform chart of accounts maintenance.
- 3.12 Enter and correct journal entries.
- 3.13 Display accounts, journal and ledger reports.
- 3.14 Display financial statements.
- 3.15 Perform period-end closing.

- 4.1 Maintain departmental accounts.
- 4.2 Enter departmental transactions using the general journal, purchases journal, cash payments journal, sales journal and cash receipts journal data entry window.
- 4.3 Complete the payroll input forms.
- 4.4 Add, change and delete employees from the payroll.
- 4.5 Enter and correct payroll transactions.
- 4.6 Display payroll reports.
- 4.7 Record additions, changes and deletions on the Plant Assets input form.
- 4.8 Enter and correct plant assets.
- 4.9 Display a plant assets report.
- 4.10 Display depreciation schedules.
- 4.11 Display a depreciation report and journal entries.
- 4.12 Export the depreciation journal entries into the accounting system form a data file.

- 5.1 Identify the basic characteristics of a corporation.
- 5.2 Record in the journal input forms and enter into data entry windows the dividend and stock transactions.
- 5.3 Using the computerized system, complete the accounting cycle for a corporation.
- 5.4 Complete inventory input forms.
- 5.5 Maintain inventory by adding, changing and deleting inventory items.
- 5.6 Enter and correct inventory transactions.
- 5.7 Display inventory transactions and reports.
- 5.8 Process the adjusting entries for a corporate merchandising business.
- 5.9 Generate the financial statements for a merchandising business.
- 5.10 Complete the period-end closing for a merchandising business.

- 6.1 Enter budget data.
- 6.2 Enter journal entries for a budgetary accounting system.
- 6.3 Display reports for a budgetary accounting system.
- 6.4 Complete the accounting cycle using a budgetary accounting system.
- 6.5 Identify the differences between trend analysis and component percentage analysis.
- 6.6 Display the financial analysis reports.
- 6.7 Interpret the information provided on the financial analysis reports.
- 6.8 Establish company information, required accounts, account classifications, extended classification and account subtotals.
- 6.9 Establish the chart of accounts and opening balances.
- 6.10 Perform plant assets, payroll and inventory setup.
- 6.11 Display and print setup information.

- **Desired Affective Outcomes:**

Understand how the advanced course continues to support the traditional course in which accounting procedures are done manually within the framework of the accounting cycle.

Understand how integrated accounting topics show how manual concepts are practiced in an automated environment.

Understand how multicultural issues, ethical dilemmas, global topics, careers, communications activities, math applications and spreadsheet topics are integrated into advanced accounting.

- **Major Activities**

Reinforcement Activity 1

Galleria, Inc. — An Automated Business Simulation

Reinforcement Activity 2

Four Seasons, Inc. — An Automated Business Simulation

Reinforcement Activity 3

Bombay Leather, Inc. — An Automated Business Simulation

- **Instructional Materials:**

Century 21 Accounting-Advanced Course
Sixth Edition, 1995

Century 21 Accounting — Advanced Course
Working Papers & Study Guides
Sixth Edition, 1994

Galleria, Inc. — An Automated Business Simulation
Sixth Edition, 1994

Four Seasons, Inc. — An Automated Business Simulation
Sixth Edition, 1994

Bombay Leather, Inc. — An Automated Business Simulation
Sixth Edition, 1994

- **Technology Resources**

Macintosh Centris 610 computers with color monitors

Century 21 Accounting Adv. Course Textbook Template 6.0, Mac version, 6th Edition

Automated Accounting 6.0, Mac version

Electronic Auditor 6.0, Mac version

MicroExam II, Mac version, 2nd Edition

Spreadsheet Accounting for the Microcomputer

Microsoft Works 4.0

HP Deskwriter printer

Laserwriter Plus printer

10-key calculators

Overhead projector