

Accounting 3, 4

COURSE OUTLINE

1. Course Title: Accounting 3, 4

2. CBEDS Title: Accounting/computer accounting

3. CBEDS Number: 4600

4. Job Titles:

Bill & Account Collectors	Financial Clerks
Billing and Posting Clerks	Office and Administrative Support Worker
Bookkeeping, Accounting & Auditing Clerks	Office Clerks
Brokerage Clerks	Payroll & Timekeeping Clerks
Cashiers	Procurement Clerks
Counter and Rental Clerks	Shipping and Receiving Clerks
Credit Authorizers, Checkers & Clerks	Tellers

5. Course Description:

This Accounting course is designed to expand the students' mastery of accounting theory and procedures. The course explores specialized accounting principles for all forms of business including Sole Proprietorships, Partnerships and Corporations. The course includes principles associated with departmentalized accounting, general accounting adjustments and corporate and management accounting. Students will be enrolled in a five-day-a-week, one-year course, which will combine a lecture and lab approach to their learning process

6. Objectives:

Student Outcomes and Objectives:

Students will:

1. Complete sales oriented accounting functions.
2. Prepare departmental payroll accounting documents.
3. Prepare and interim Departmental Statement of Gross Profit and calculate Cost of Merchandise Sold and the Gross Profit on Operations as a percentage of Net Sales.
4. Create worksheets and record all adjusting and closing entries for departments.
5. Complete several necessary adjusting entries for the following:
 - i. Uncollectable Accounts
 - ii. Accounts Receivable Turnover
 - iii. Purchase of Plant assets and Depreciation
 - iv. Property and other taxes
 - v. Notes Payable, Prepaid Expenses, Accrued Expenses, Notes receivable, Unearned revenue and Accrued revenue
6. Understand the difference between common and preferred stock.
7. Calculate dividends on various types of stocks.
8. Understand and record entries related to issuance of various stocks, bonds and other capital generation notes.
9. Utilized several inventory control methods.
10. Complete and analyze budgets and other planning and control reports including cash flow statements, breakeven analysis statements and comparative financial statements.
11. Understand a company's Debt and Equity Ratios.

Pathway

Recommended Sequence	Courses
Introductory	Computer Foundations
Skill Building	Accounting 1, 2
Advanced Skill	Accounting 3, 4 or Business Management

6. Hours: *Students receive up to 180 hours of classroom instruction.*

7. Prerequisites: Accounting 1,2

8. Date (of creation/revision): July 2010

9. Course Outline

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Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.				
Instructional Units and Competencies	Course Hours	Model Curr. Standards	CA Academic Content Standards	CAHSEE
<p>I. CAREER PREPARATION STANDARDS</p> <p>A. Career Planning and Management</p> <ol style="list-style-type: none"> 1. Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers. <ol style="list-style-type: none"> a. Students will identify skills needed for job success. b. Students will identify the education and experience required for moving along a career ladder. 2. Understand the scope of career opportunities and know the requirements for education, training, and licensure. <ol style="list-style-type: none"> a. Students will describe how to find a job. b. Students will select two jobs in the field and map out a timeline for completing education, certification or licensing requirements. c. Students will describe career opportunities in the industry sector. 3. Develop a career plan that is designed to reflect career interests, pathways and postsecondary options. <ol style="list-style-type: none"> a. Students will conduct a self-assessment and explain how professional qualifications affect career choices. 4. Understand the role and function of professional organizations, industry associations, and organized labor in a productive society. <ol style="list-style-type: none"> a. Contact two professional organizations and identify the steps to become a member. 5. Understand the past, present and future trends that affect careers, such as technological developments and societal trends, and the resulting need for lifelong learning. <ol style="list-style-type: none"> a. Students will describe careers in business. b. Students will identify work-related cultural differences to prepare for a global marketplace. c. Students will relate the importance of the business management to the California economy. 6. Know the main strategies for self-promotion in the hiring process, such as completing job applications, resume writing, interviewing skills, and preparing a portfolio. <ol style="list-style-type: none"> a. Students will write and key a resume, cover and thank you letters, and complete a job application. <p>B. Technology</p> <ol style="list-style-type: none"> 1. Understand past, present and future technological advances as they related to a chosen pathway. 2. Understand the use of technological resources to gain access to, manipulate, and produce information, products and services. <ol style="list-style-type: none"> a. Students will demonstrate the ability to complete simple tasks on the computer, including word processing, wiring and order and inventory control. 3. Understand the influence of current and emerging technology on selected segments of the economy. 4. Use appropriate technology in the chosen career pathway. 	<p>10</p> <p>Additional hours are integrated throughout the course.</p>	<p>Finance & Business Industry Sector Foundation Standards:</p> <p>Reading 2.1, 2.3, 2.6</p> <p>Writing 2.2 (1.8) (2.5) (2.6) 2.5</p> <p>Career Planning & Mgmt. 3.1, 3.2, 3.3, 3.4, 3.5,3.6, 3.7</p> <p>Technology 4.3, 4.5</p>	<p><u>Language Arts</u> (8) R 1.3, 2.6 W1.3, 2.5, LC 1.4,1.5 1.6 LS1.2, 1.3, (9/10) R2.1,2.3,2 W2.5 LC1.4 LS 1.1, 2.3 (11/12) R2.3 W2.5 LC1.2 <u>Math</u> (7) NS1.2, 1.7 MR 1.1,1.3 2.7,2.8, 3.1</p>	<p>Lang. Arts R 8.2.1 (9/10) R 2.1, 2.3 W2.5 Math (7) NS 1.2, 1.3, 1.7 MR 1.1, 2.1, 3.1</p>

<p>C. Problem Solving and Critical Thinking</p> <ol style="list-style-type: none"> 1. Apply appropriate problem-solving strategies and critical thinking to work-related issues and tasks. 2. Use critical thinking skills to make informed decisions and solve problems. <p>D. Health and Safety</p> <ol style="list-style-type: none"> 1. Know policies, procedures, and regulations, regarding health and safety in the workplace, including employers’ 2. Use tools and machines safely and appropriately. 3. Know how to both prevent and respond to accidents in the industry. <p>E. Responsibility and Flexibility</p> <ol style="list-style-type: none"> 1. Understand the qualities and behaviors that constitute a positive and professional work demeanor. 2. Understand the importance of accountability and responsibility in fulfilling personal, community, and work place roles. 3. Understand the need to adapt to varied roles and responsibilities. <p>F. Ethics and Legal Responsibilities</p> <ol style="list-style-type: none"> 1. Know the major local, district, state and federal regulatory agencies and entities that affect the industry and how they enforce laws and regulations. 2. Understand the concept and application of ethical and legal behavior consistent with workplace standards. <ol style="list-style-type: none"> a. Contact a business and obtain a copy of their rules for employment. b. Role play difference ethical scenarios. 3. Understand the role of personal integrity and ethical behavior in the workplace. <p>G. Leadership and Teamwork</p> <ol style="list-style-type: none"> 1. Understand the ways in which preprofessional associations such as the American Institute of Certified Public Accountants (AICPA). Developing Future Leaders in Marketing, Management and Entrepreneurship (DECA). and competitive career development activities enhance academic skills, promote career choices, and contribute to employability. 2. Understand leadership, cooperation, collaboration, and effective decision-making skills applied in group or team activities, including the student organization. <p>H. Technical Knowledge and Skills</p> <ol style="list-style-type: none"> 1. Understand the aims, purposes, history, and structure of the FBLA and/or DECA student organization, and know the opportunities they makes available. 				
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Instructional Units and Competencies	Hours	Model Curr. Standards.	CA Academic Standards	CAHSEE
<p>A Introduction to Computer Accounting</p> <ol style="list-style-type: none"> 1. Class Rules and Policy 2. Accounting Careers and Concepts 	5			
<p>B. Departmentalized Accounting</p> <ol style="list-style-type: none"> 1. Recording Purchases and Cash Payments 2. Recording Sales and Cash Receipts 3. Figuring and Recording Departmental Payroll Data 4. Financial Reporting for a Departmentalized Business 5. Processing and Reporting Departmentalized Accounting Data 	25	Finance & Business Industry Sector Foundation Standards Accounting Services Pathway A1.2 A1.4 A2.6	ELA 9-10; W; 1.7, 1.8 LS; 1.3-1.9; 2.2 ELA 11-12; R; 2.3 W; 1.3, 1.6-1.8, 2.1, 2.3 M. 7; MR; 3.1 A1; 13.0 S. 9-12; IE; 1a	ELA 9-10; R; 2.3-2.5 W; 1.3-1.6 & 2.3 M. 7; NS; 1.3, 1.6, 1.7, & 2.2 AF; 1.1, 1.2, MR; 1.1, 1.2, 2.1, 2.3, 2.4 & 3.3 M. 8-12; A1; 5.0, 10.0 & 15.0
<p>C. General Accounting Adjustments</p> <ol style="list-style-type: none"> 1. Accounting for Uncollectable Accounts 2. Accounting for Plant Assets 3. Preparing Depreciation Schedules 4. Accounting for Notes Payable, Prepaid Expenses, and Accrued Expenses 5. Accounting for Notes Receivable, Unearned Revenue, and Accrued Revenue 	25	Finance & Business Industry Sector Foundation Standards Accounting Services Pathway A2.4		
<p>D. Corporate Accounting</p> <ol style="list-style-type: none"> 1. Organizational Structure of a Corporation 2. Acquiring Additional Capital for a Corporation 3. Financial Analysis and Reporting for a Corporation 4. Processing and Reporting Accounting Data for a Corporation 	25	Finance & Business Industry Sector Foundation Standards Accounting Services Pathway A2.5		

Instructional Units and Competencies	Hours	Model Curr. Standards.	CA Academic Standards	CAHSEE
<p>E. Management Accounting</p> <ol style="list-style-type: none"> 1. Inventory Planning and Valuation 2. Budgetary Planning and Control 3. Accounting Information for Management Decisions 4. Financial Statement Analysis 	15	Finance & Business Industry Sector Foundation Standards Accounting Services Pathway A4.3	ELA 9-10; R; 2.6 W; 1.7, 1.8 LS; 1.1-1.9, 2.2 ELA 11-12; R; 2.3	M. 6; SDP 1.1, 2.5, 3.1, M. 7; NS; 1.3, 1.6, 1.7, 2.2 AF; 1.1, 1.2, 1.5
<p>F. Cost Accounting</p> <ol style="list-style-type: none"> 1. Cost Accounting for a Merchandising Business 2. Cost Accounting for a Manufacturing Business 3. Accounting Transactions and Financial Reporting for a Manufacturing Business 4. Processing and Reporting Cost Accounting Data for a Manufacturing Business 	40	Finance & Business Industry Sector Foundation Standards Accounting Services Pathway A4.4	W; 1..3, 1.6-1.8 LS; 1.1-1.3 M. 8-12; A1	MG 1.3 SDP; 1.1-1.3 MR; 1.1, 1.2, 2.1, 2.3, 2.4, 3.1, 3.3
<p>G. Other Accounting Systems</p> <ol style="list-style-type: none"> 1. Organizational Structure of a Partnership 2. Financial Reporting for a Partnership 3. Budgeting and Accounting for a Not-for-Profit Organization 4. Financial Reporting for a Not-for-Profit Organization 	15	Finance & Business Industry Sector Foundation Standards Accounting Services Pathway A3.0 A3.1	13.0, 17.0, 25.0	M. 8-12; A1; 5.0, 10.0, 15.0
<p>H. Computerized Accounting</p> <ol style="list-style-type: none"> 1. Skill-building with QuickBooks Pro 2. New company setup 3. Banking: transfer funds, reconcile accounts, enter credit charges 4. Jobs and Time Tracking 5. Customizing Company Files: reports, graphs, sub accounts, invoices, letters and memorized transactions. 	20	Finance & Business Industry Sector Foundation Standards 10.4		

10. Additional recommended/optional items

a. Articulation: None

b. Academic credit: None

c. Instructional strategies:

Methods of Instruction:

1. Lecture
2. Audio Visual Materials
3. Research Readings and Written Presentations
4. Homework Assignments
5. Group & Individual Activities
6. Discussion & Group Dynamics
7. Quizzes, Tests & Final Exam
8. Guest Speakers

d. Instructional materials: Century 21 Accounting Advanced Course, Fourth Edition. Published in 1988 by South-Western Publishing Company.

e. Certificates: None