

Computerized Accounting Course Outline – 180 Hours

| Major Units of Instruction Foundation and Pathway standards aligned Finance and Business Sector – Accounting Services Pathway (A) | Expected Student Learning Results (ESLRs) | Assessment & Materials | Class Hours | Academic Standards Reinforced |
|--|--|--|-------------|---|
| 1. ESSENTIAL EMPLOYABILITY SKILLS/CAREER PREPARATION STANDARDS a. Understand how personal skill development affects employability (positive attitude, honesty, self-confidence, time management). <i>8.3</i> b. Understand principles of effective interpersonal skills (group dynamics, conflict resolution, negotiations). <i>9.0 all</i> c. Understand the importance of good academic skills, critical thinking, and problem-solving in the workplace. <i>1.0, 5.0</i> d. Understand principles of effective communication. <i>2.0</i> e. Understand occupational safety issues and observe all safety rules. <i>6.0</i> f. Understand career awareness, paths, and strategies for obtaining employment. <i>3.0 all</i> g. Understand and adapt to changing technology. (8) <i>W2.5 4.0</i> h. Understand and prepare for employment (resume, job application, job interview, portfolio development). (8) <i>W2.6 3.6</i> | Responsible Citizen Interpersonal Learner Industrial/Tech Producer Effective Communicator Problem Solver | - Speakers - Employer Feedback - Career Surveys - Review of Job applications and Resumes | 10 | Language Arts (8) R 1.3, 2.6 W1.3, 2.5. LC 1.4,1.5, 1.6 LS1.2, 1.3, 1.7 (9/10) R2.1,2.3,2.6; W2.5; LC1.4; LS 1.1, 2.3 (11/12) R2.3; W2.5; LC1.2 <u>Math (7)</u> NS1.2, 1.3, 1.7 MR 1.1,1.3,2.1, 2.7,2.8, 3.1 <u>CAHSEE</u> 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 |
| 2. BUSINESS MACHINES 4.0 a. Improvement of typing speed and accuracy b. Use of calculation | Industrial/Tech Producer | - Computerized Keyboarding | 20 | Math 1.1 (Application of Reasoning 2.1&2.8) |
| 3. ACCOUNTING CYCLE A1.0 a. Review of accounting cycle b. Simulation | Industrial/Tech Producer Effective Communicator Problem Solver | - Simulation - Manual Accounting Work | 25 | |
| 4. COMPUTERIZED ACCOUNTING APPLICATIONS A2.0 a. Computerized general ledger b. Processing journal entries c. Financial statement and period-end closing d. Computerized accounts payable ledger e. Processing accounts payable transactions f. Computerized accounts receivable ledger g. Processing accounts receivable transactions h. Payroll accounting | Interpersonal Learners Industrial/Tech Producer Effective Communicator Problem Solver | - Computerized Accounting Work - Microsoft Excel - Employer Feedback | 45 | LA (8) W 2.5 Math 1.1 (Application of Reasoning 2.1&2.8) |
| 5. PREPARATION OF PERSONAL INCOME TAXES A1.4 a. Federal income taxes b. State income taxes c. IRS VITA Basic Training and Certification d. IRS VITA Volunteer Hours | Interpersonal Learners Industrial/Tech Producer Effective Communicator Problem Solver | - IRS Forms - Employer Feedback | 20 | LA (11/12) R 2.3 Math 1.1 (Application of Reasoning1.1&2.1) |
| 6. ELECTRONIC SPREADSHEET OPERATIONS A2.0 a. Demonstrate knowledge of the purposes and uses of electronic worksheets b. Create an application worksheet and improve the worksheet appearance c. Use calculating formulas and functions to produce a worksheet d. Manage documents, files, spreadsheets and Windows e. Demonstrate editing functions on a worksheet f. Demonstrate use of graphic presentations g. Automated accounting modules using QuickBooks (inputting daily business activities related to employees, payroll, bookkeeping, accounting and financial documents) | Interpersonal Learners Industrial/Tech Producer Effective Communicator Problem Solver | - Microsoft Excel Tutorial - Employer Feedback - Computerized Accounting Work using QuickBooks | 40 | Math 1.1 (Application of Reasoning1.1&2.1) |

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| 7. PERSONALIZED BANKING a. Using Banking Services (Simple interest, checks, Deposit slips, net pay, credit/credit cards) b. Using Your Checking Account (Check Stubs/register, preparing checks, endorsements, bank statement, bank reconciliation worksheets) c. Simulating Bank Transactions (Transactions, bank statements, loans, hands on balancing 2 months of banking) | Interpersonal Learners Industrial/Tech Producer Effective Communicator Problem Solver | - Security First Bank A Banking Customer Simulation – Southwestern/Thomas Learning | 20 | LA (8) R 2.1 |
| Total Hours | | | 180 | |