

Martensdale- St. Marys Community School

Grades 9-12 Business Curriculum

Standard 1: Students will understand career concepts.

Grade Level/Course: Accounting I

<i>Benchmark: The student will:</i>	<i>Course/Grade Level Objectives</i>	<i>Instructional Strategies</i>	<i>Assessments</i>	<i>Instructional Timeline</i>
3. Relate work ethic, workplace relationships, workplace diversity, and workplace communication skills to career development.	1.3 Complete assigned tasks. (CAR) 1.3 Complete assigned tasks on time. (CAR, RESP) 1.3 Demonstrate ability to complete a task with minimum supervision. (CAR, RESP) 1.3 Arrive to class on time. (CAR, RESP) 1.3 Complete assigned tasks outside of class due to absences. (CAR, RESP) 1.3 Adapts to environment/situation and diverse workgroups. (MCNS, COOP, GLO) 1.3 Complete daily work at a 70% minimum level. (CAR, RESP, GOALS) 1.3 Complete an accounting simulation within a specified time period. (CAR, REL, COM, L/SK, HOTS, COOP, RESP, RES, MCNS, GLO, CREATE)			

Standard 2: Students will understand the principles of communication.

Grade Level/Course: Accounting I

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
2. Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.	2.1 Ask for help when needed. (COOP, COM) 2.1 Help others when appropriate. (CAR, COM, GLO, L/SK, MCNS, COOP)			

Standard 3: Students will understand historical perspectives in relation to time, continuity, and change

Grade Level/Course: Accounting I

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
6. Use mathematical procedures to analyze and solve business problems for such areas as taxation, savings and investments; payroll records; cash management; financial statements; credit management; purchases;	3.6 Prove journals. (CAR, L/SK, HOTS)) 3.6 Prove ledgers. (CAR, L/SK, HOTS) 3.6 Prove cash. (CAR, L/SK, HOTS) 3.6 Identify and correct errors. (CAR, L/SK, HOTS) 3.6 Operate a ten-key calculator. (CAR, TECH, HOTS, COM) 3.6 Calculate adjustment for supplies			

<p>sales; inventory records; depreciation costs recovery, an depletion.</p>	<p>inventory. (HOTS) 3.6 Calculate adjustment for prepaid expenses. (HOTS) 3.6 Calculate profit and loss. (HOTS, CAR) 3.6 Demonstrate the steps necessary to prove cash journal balances with checkbook stub. (HOTS, L/SK, CAR, RES) 3.6 Complete time cards by figuring hours worked, regular time, and overtime pay. (HOTS, L/SK, MCNS, TECH, CAR) 3.6 Describe an hourly wage, a salaried wage, and piece work wage. (CAR, COM, L/SK) 3.6 Figure regular pay. (CAR, L/SK, HOTS) 3.6 Figure overtime pay. (CAR, L/SK, HOTS) 3.6 Figure gross pay. (CAR, L/SK, HOTS) 3.6 Figure employees income tax withheld using tables. (CAR, L/SK, HOTS) 3.6 Figure FICA taxes withheld. (CAR, L/SK, HOTS) 3.6 Figure benefit deductions withheld. (CAR, L/SK, HOTS) 3.6 Figure net pay. (CAR, L/SK, HOTS) 3.6 Prove payroll register by cross footing. (CAR, L/SK, HOTS) 3.6 Complete employees' earnings records. (CAR, L/SK, HOTS)</p>			
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	<p>3.6 Complete a payroll register. (HOTS, CAR)</p> <p>3.6 Complete employees earnings records. (HOTS, CAR)</p> <p>3.6 Figure employees federal tax withheld by using tables. (CAR, HOTS, L/SK, CAR)</p> <p>3.6 Analyze the effects on the accounting equation from payroll transactions. (HOTS, CAR)</p> <p>3.6 Journalize payroll. (CAR, L/SK, HOTS)</p> <p>3.6 Identify employer's payroll taxes. (CAR, L/SK, HOTS)</p> <p>3.6 Figure employer's FICA, SUTA, and FUTA taxes. (CAR, L/SK, HOTS)</p>			
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Standard 6: Students will understand and apply the skills in the study of accounting, financial decision-making, and personal finance.

Grade Level/Course: Accounting I

<i>Benchmark: The student will:</i>	<i>Grade Level/Course Objectives</i>	<i>Instructional Strategies</i>	<i>Assessments</i>	<i>Instructional Timeline</i>
<p>1. Complete the various steps of the accounting cycle and explain the purpose of each step.</p>	<p>6.1 Describe a business cycle. (COM, HOTS, CAR)</p> <p>6.1 Complete a worksheet. (CAR, HOTS, L/SK)</p> <p>6.1 Journalize and post adjusting and closing entries. (CAR, HOTS, L/SK)</p> <p>6.1 Complete a post-closing trial balance. (CAR, HOTS)</p> <p>6.1 Describe the purpose of a</p>			

	<p>purchase invoice. (CAR, L/SK, COM)</p> <p>6.1 Analyze the affects on the accounting equation from transactions. (HOTS, CAR)</p> <p>6.1 Journalize payment of cash in a combination journal. (CAR, HOTS, L/SK, GLO)</p> <p>6.1 Journalize petty cash transactions. (CAR, HOTS, L/SK, GLO)</p> <p>6.1 Describe the purpose of a purchase invoice. (CAR, L/SK, COM)</p> <p>6.1 Describe the purpose of a sales invoice. (CAR, L/SK, COM)</p> <p>6.1 Analyze the effects on the accounting equation from transactions. (HOTS, CAR)</p> <p>6.1 Journalize cash sales in a combination journal. (CAR, HOTS, L/SK, GLO)</p> <p>6.1 Journalize receipt of cash in a combination journal. (CAR, HOTS, L/SK, GLO)</p> <p>6.1 Journalize sales on account. (HOTS, CAR)</p> <p>6.1 Post individual sales on account to accounts receivable ledger. (HOTS, CAR)</p> <p>6.1 Post individual purchases on account to accounts payable ledger. (HOTS, CAR)</p> <p>6.1 Post individual items and special column totals from a combination journal. (HOTS, CAR)</p> <p>6.1 Post individual items and special</p>			
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	column totals from a combination journal. (HOTS, CAR)			
2. Determine the value of assets, liabilities, and owner's equity according to generally accepted principles, explaining when and why they are used.	6.2 Define assets. (HOTS, CAR) 6.2 Define liabilities. (HOTS, CAR) 6.2 Define owner's equity. (HOTS, CAR) 6.2 Define revenue. (HOTS, CAR) 6.2 Define expenses. (HOTS, CAR) 6.2 Analyze the affects on the accounting equation from transactions. (HOTS, CAR) 6.2 Name the accounts involved. (CAR, L/SK, HOTS, COM) 6.2 Classify those accounts. (CAR, L/SK, HOTS) 6.2 Determine how the balance has changed. (CAR, L/SK, HOTS, COM) 6.2 Determine if the account is debited or credited. (CAR, L/SK, HOTS) 6.2 Describe the affect of profit and loss have on owner's equity. (HOTS, COM, CAR) 6.2 Name the accounts involved. (CAR, L/SK, HOTS, COM) 6.2 Classify those accounts. (CAR, L/SK, HOTS) 6.2 Determine how the balance has changed. (CAR, L/SK, HOTS, COM) 6.2 Determine if the account is debited or credited. (CAR, L/SK, HOTS)			
3. Prepare, interpret, and	6.3 Describe the components of an			

<p>analyze financial statements using manual and computerized systems for service, merchandising, and manufacturing businesses.</p>	<p>income statement of a service business. (COM, HOTS, L/SK, CAR) 6.3 Describe the purpose of an income statement. (COM, HOTS, L/SK, CAR) 6.3 Describe the components of a balance sheet of a sole proprietorship business. (COM, HOTS, L/SK, CAR) 6.3 Describe the purpose of the balance sheet. (COM, HOTS, L/SK, CAR) 6.3 Prepare an income statement for a service business with net income. (HOTS, L/SK, COM, CAR) 6.3 Prepare and income statement for a service business with a net loss. (HOTS, L/SK, COM, CAR) 6.3 Figure capital for a sole proprietorship when net income and drawing have occurred during the fiscal period. (HOTS, L/SK, CAR) 6.3 Figure capital for a sole proprietorship when net loss and drawing have occurred during the fiscal period. (HOTS, L/SK, CAR) 6.3 Prepare a simple balance sheet for a service business formed as a sole proprietorship. (HOTS, L/SK, COM, CAR)</p>			
<p>4. Apply appropriate accounting principles to various forms of ownership, payroll, income taxation, and managerial systems.</p>	<p>6.4 Journalize employer's payroll taxes. (CAR, L/SK, HOTS)</p>			

Standard 7: Students will understand the nature of the laws affecting business.

Grade Level/Course: Accounting I

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
<p>4. Describe the major types of business organizations operation within the socioeconomic arena of the national and international marketplace today and in the future.</p>	<p>7.4 Describe a sole proprietorship. (CAR, COM, MCNS) 7.4 Describe three advantages of a sole proprietorship. (CAR, COM) 7.4 Describe three disadvantages of a sole proprietorship. (CAR, COM) 7.4 Describe a partnership. (CAR, COM, MCNS) 7.4 Describe three advantages of a partnership. (CAR, COM) 7.4 Describe three disadvantages of a partnership. (CAR, COM)</p>			