

WGSD Curriculum
Business Department

Course: Automated Accounting

Grade Level: 10 -12

LG 1 Accounting Principles

High Priority Standards

National Standards for Business Education:

III. Financial Analysis

Achievement Standard: Assess the financial condition and operating results of a company and analyze and interpret financial statements and information to make informed business decisions.

IV. Accounting Applications

Achievement Standard: Identify and describe generally accepted accounting principles (GAAP), explain how the application of GAAP impacts the recording of financial transactions, and the preparation of financial statements.

| Learning Goal | Proficiency Scale |
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| <p>Students will understand financial accounting principles.</p> | <p>Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal.</p> <ul style="list-style-type: none"> • Explaining the purpose of accounting systems. • Assessing the importance of following the Generally Accepted Accounting Principles (GAAP). • Performing business transactions by applying accounting principles such as accounting equations, charts of accounts, double-entry systems, and debit/credit card rules. • Transferring knowledge of accounting principles to a software-based environment. <p>Level 2: Student demonstrates he/she is nearing proficiency by:</p> <ul style="list-style-type: none"> • Recognizing and recalling specific vocabulary, such as: accounting, accounting systems, accounting records, double-entry accounting, credit, debit, proprietorship, |

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| | <p>partnership, corporation, accounting equation, assets, liability, owner's equity, GAAP, and chart of accounts.</p> <ul style="list-style-type: none">• Performing processes such as:<ul style="list-style-type: none">○ Identifying the purpose of accounting systems.○ Rewriting the accounting equations.○ Identifying the steps involved in basic accounting methods. <p>Level 1: Student demonstrates a limited understanding or skill with the learning goal.</p> |
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LG 2 Accounting Cycle

High Priority Standards

National Standards for Business Education:

V. Accounting Process

Achievement Standard: Complete the steps in the accounting cycle in order to prepare the financial statements.

| Learning Goal | Proficiency Scale |
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| <p>Students will understand the financial accounting cycle.</p> | <p>Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal.</p> <p>Level 3: Student demonstrates mastery with the learning goal as evidenced by:</p> <ul style="list-style-type: none"> • Assessing transactions using accounting software. • Generating digital accounting documents such trial balance, worksheet, income statement, balance sheet, schedule of accounts payable, schedule of accounts receivable, post-closing trial balance, statement of owner’s equity and statement of distribution of net income/loss. • Assessing adjusting and closing entries. <p>Level 2: Student demonstrates he/she is nearing proficiency by:</p> <ul style="list-style-type: none"> • Recognizing and recalling specific vocabulary, such as: revenue, expense, sale on account, withdrawals, normal balance, chart of accounts, journal, ledger, source document, invoice, check, memorandum, account number, posting, proving cash and file maintenance. |

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| | <ul style="list-style-type: none">• Performing processes such as:<ul style="list-style-type: none">○ Identifying different types of entries that are related to the accounting cycle. <p>Level 1: Student demonstrates a limited understanding or skill with the learning goal.</p> |
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LG 3 Cash Control

High Priority Standards

National Standards for Business Education

V. Accounting Process

Achievement Standard: Complete the steps in the accounting cycle in order to prepare the financial statements.

| Learning Goal | Proficiency Scale |
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| <p>Students will understand cash control procedures.</p> | <p>Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal.</p> <p>Level 3: Student demonstrates mastery with the learning goal as evidenced by:</p> <ul style="list-style-type: none"> • Establishing and monitoring petty cash. • Generating digital financial documents such as checks, endorsements, and check registers. • Correcting errors in automated bank statements and journal entries. <p>Level 2: Student demonstrates he/she is nearing proficiency by:</p> <ul style="list-style-type: none"> • Recognizing and recalling specific vocabulary, such as: checking account, endorsement, blank endorsement, special endorsement, restrictive endorsement, postdated check, bank statement, dishonored check, electronic funds transfer, debit card, petty cash and petty cash slip. • Performing processes such as: <ul style="list-style-type: none"> ○ Identifying petty cash principles. ○ Identifying parts of a check and bank statement. |

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| | Level 1: Student demonstrates a limited understanding or skill with the learning goal. |
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LG 4 Payroll

| High Priority Standards | |
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| <p>National Standards for Business Education: V. Accounting Process Achievement Standard: Complete the steps in the accounting cycle in order to prepare the financial statements.</p> | |
| Learning Goal | Proficiency Scale |
| <p>Students will understand payroll procedures.</p> | <p>Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal.</p> <p>Level 3: Student demonstrates mastery with the learning goal as evidenced by:</p> <ul style="list-style-type: none"> • Processing automated payroll documents such as time cards, and using accounting software to determine gross and net earnings, employee earning records and payroll taxes. • Generating digital payroll checks, payroll registers and federal, state, and local payroll reports. • Assessing transactions to post and journalize entries related to payroll. <p>Level 2: Student demonstrates he/she is nearing proficiency by:</p> <ul style="list-style-type: none"> • Recognizing and recalling specific vocabulary, such as: salary, payroll, pay period, total earnings, payroll taxes, withholding allowances, social security tax, Medicare tax, payroll register, net pay, employee earnings record, federal and state unemployment tax, W2's and W4's. |

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| | <ul style="list-style-type: none">• Performing processes such as:<ul style="list-style-type: none">○ Identifying payroll reports for federal, state, and local levels.○ Detecting errors in payroll documents. <p>Level 1: Student demonstrates a limited understanding or skill with the learning goal.</p> |
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