

ACCOUNTING 2
COURSE CODE: 5005

COURSE DESCRIPTION: Students will develop advanced skills that build upon those acquired in Accounting 1. Students continue applying accounting concepts related to business entities. Additional accounting skills will be developed, including preparing and journalizing payroll records, calculating and recording adjusting entries, and interpreting financial information. The student will demonstrate knowledge of accounting principles through the use of computer software and simulated activities.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will complete all of the following core standards successfully.

RECOMMENDED GRADE LEVEL: 11-12

COURSE CREDIT: 1 unit

PREREQUISITE: Accounting 1 with either a minimum grade of C or better and/or Accounting instructor approval.

COMPUTER REQUIREMENT: One computer per student with Internet access

RESOURCES: www.mysctextbooks.com

A. SAFETY

Effective professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Review school safety policies and procedures.
2. Review classroom safety rules and procedures.
3. Review safety procedures for using equipment in the classroom.
4. Identify major causes of work-related accidents in office environments.
5. Demonstrate safety skills in an office/work environment.

B. STUDENT ORGANIZATIONS

Effective professionals know the academic subject matter, including professional development, required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Identify the purpose and goals of a Career and Technology Student

- Organization (CTSO).
2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
 3. Explain the benefits and responsibilities of being a member of a CTSO.
 4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.
 5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

C. TECHNOLOGY KNOWLEDGE

Effective professionals know the academic subject matter, including the ethical use of technology as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).
5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.
6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate punctuality.
2. Demonstrate self-representation.
3. Demonstrate work ethic.
4. Demonstrate respect.
5. Demonstrate time management.

6. Demonstrate integrity.
7. Demonstrate leadership.
8. Demonstrate teamwork and collaboration.
9. Demonstrate conflict resolution.
10. Demonstrate perseverance.
11. Demonstrate commitment.
12. Demonstrate a healthy view of competition.
13. Demonstrate a global perspective.
14. Demonstrate health and fitness.
15. Demonstrate self-direction.
16. Demonstrate lifelong learning.

E. PROFESSIONAL KNOWLEDGE

Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate effective speaking and listening skills.
2. Demonstrate effective reading and writing skills.
3. Demonstrate mathematical reasoning.
4. Demonstrate job-specific mathematics skills.
5. Demonstrate critical-thinking and problem-solving skills.
6. Demonstrate creativity and resourcefulness.
7. Demonstrate an understanding of business ethics.
8. Demonstrate confidentiality.
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
10. Demonstrate diversity awareness.
11. Demonstrate job acquisition and advancement skills.
12. Demonstrate task management skills.
13. Demonstrate customer-service skills.

F. ACCOUNTING CYCLE

Effective accounting professionals demonstrate an advanced knowledge of generally accepted accounting concepts and procedures in completing the accounting cycle. The following accountability criteria are considered essential for students in the Finance program of study.

1. Collect and verify source documents.
2. Analyze business transactions using source documents and interpret the effect on the accounting equation.
3. Journalize business transactions using multi-column journals.
4. Prepare and complete worksheets.
5. Analyze and prepare adjusting entries, including accruals and deferrals.

6. Create, evaluate, and analyze financial statements and describe relationships between each.
7. Execute the closing process by journalizing and posting the closing entries and preparing the post-closing trial balance.

G. CURRENT ASSETS

Effective accounting professionals demonstrate an advanced knowledge of generally accepted accounting concepts and procedures related to current assets. The following accountability criteria are considered essential for students in the Finance program of study.

1. Define and use accounting terminology and generally accepted accounting principles (GAAP) related to current assets.
2. Identify and define current assets.
3. Define cash and cash equivalents (petty cash, cash fund, marketable securities, certificates of deposit, supplies, and prepaids).
4. Analyze liquidity using various ratios.
5. Explain the aging of accounts receivable and the ability to collect.
6. Journalize and post entries for uncollectible receivables using the allowance method.
7. Compute the cost of ending inventory using:
 - a. FIFO
 - b. LIFO
 - c. weighted average
8. Journalize and post transactions related to notes receivables.

H. PLANT ASSETS

Effective accounting professionals demonstrate an advanced knowledge of generally accepted accounting concepts and procedures related to plant assets. The following accountability criteria are considered essential for students in the Finance program of study.

1. Define and use accounting terminology and generally accepted accounting principles (GAAP) related to plant assets and depreciation.
2. Prepare a plant asset record.
3. Journalize and post entries for acquiring plant assets.
4. Journalize and post entries for the disposal of plant assets.
5. Compute the annual depreciation of an asset over its useful life using several depreciation methods (straight-line, double-declining, sum-of-the-year's digits, etc.).

I. LIABILITIES

Effective accounting professionals demonstrate an advanced knowledge of generally accepted accounting concepts and procedures related to liabilities. The following accountability criteria are considered essential for students in the Finance program of study.

1. Define and use accounting terminology and generally accepted accounting principles (GAAP) related to liabilities.
2. Differentiate between current and long-term liabilities.
3. Analyze solvency using various ratios.
4. Journalize and post transactions related to notes payable.

J. STOCKHOLDERS' EQUITY

Effective accounting professionals demonstrate an advanced knowledge of generally accepted accounting concepts and procedures related to owner's equity. The following accountability criteria are considered essential for students in the Finance program of study.

1. Define and use accounting terminology and generally accepted accounting principles (GAAP) related to stockholder's equity.
2. Explain the establishment and governance of a corporation.
3. List the components of stockholders' equity:
 - a. capital stock
 - b. retained earnings
4. Define common stock, preferred stock, treasury stock, and dividends.
5. Journalize and post the issuance of stock.
6. Journalize and post repurchase of treasury stock.
7. Journalize and post the declaration and payment of dividends.

K. END-OF-PERIOD ACCOUNTING

Effective accounting professionals demonstrate an advanced knowledge of generally accepted accounting concepts and procedures related to end-of-period accounting and analysis of business activity. The following accountability criteria are considered essential for students in the Finance program of study.

1. Define and use accounting terminology and generally accepted accounting principles (GAAP) related to end-of-period accounting.
2. Prepare a trial balance.
3. Journalize and post adjusting entries.
4. Create and evaluate financial statements, including the Income Statement, Balance Sheet, Statement of Retained Earnings, and the Cash Flow statement.

5. Evaluate financial statements using horizontal analysis, vertical analysis, and commonly used financial ratios.
6. Journalize and post post-closing entries.
7. Discuss the importance of integrity, confidentiality, and high-ethical standards in the preparation of financial statements.
8. Discuss the three basic types of business activities - operating, investing, and financing.

L. PAYROLL SYSTEMS

Effective accounting professionals demonstrate advanced knowledge of payroll concepts and practices following generally accepted accounting procedures. The following accountability criteria are considered essential for students in the Finance program of study.

1. Define and use accounting terminology and generally accepted accounting principles (GAAP) related to payroll systems.
2. Discuss and describe various pay categories (i.e. hourly rate, payment frequency, salary, commission, salary plus commission, etc.)
3. Calculate employee earnings, including gross pay, withholdings, deductions, and net pay.
4. Prepare a payroll register.
5. Update employee earnings record.
6. Journalize the entry to record employee earnings and withholdings.
7. Post the entry to record employee earnings and withholdings.
8. Calculate employer's payroll taxes, including Social Security, Medicare, federal unemployment, state unemployment, other taxes, and other employee benefits paid by the employer.
9. Journalize the entry to record employer's tax obligations.
10. Post the entry to record employer's tax obligations.

M. AUTOMATED ACCOUNTING

Accounting professionals demonstrate effective skills using various software to complete accounting tasks. The following accountability criteria are considered essential for students in the Finance program of study.

1. Identify various types of accounting software programs.
2. Use spreadsheet and/or accounting software to maintain accounting records.

[Course Materials and Resources](#)

[Course Academic Standards and Indicators](#)