ACCOUNTING 2
COURSE CODE: 5005

COURSE DESCRIPTION: In Accounting 2, students will use the knowledge they gained in Accounting 1 to graduate to more complex concepts. Additional accounting skills will be developed to include preparing and journalizing advanced business transactions related to current and fixed assets, liabilities, and stockholder's equity to complete the accounting cycle, and subsequently, analyzing and interpreting financial information. Students will also demonstrate knowledge of accounting principles and procedures through the use of automated accounting and electronic spreadsheet software. In addition, students will be expected to demonstrate career-ready skills and may have the opportunity to acquire industry recognized certifications.

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 (120 hours) 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:	Instructional Materials

A. SAFETY

Proficient 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

Proficient 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/orcourses.
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

Proficient 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; cyberbullying, 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, Creative Commons, 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

Proficient 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 creativity and innovation.
2. Demonstrate critical thinking and problem-solving skills.

3. Demonstrate initiative and self-direction.
4. Demonstrate integrity.
5. Demonstrate work ethic.
6. Demonstrate conflict resolution skills.
7. Demonstrate listening and speaking skills.
8. Demonstrate respect for diversity.
9. Demonstrate customer service orientation.
10. Demonstrate teamwork.

E. PROFESSIONAL KNOWLEDGE

Proficient 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 global or "big picture" thinking.
2. Demonstrate career and life management skills and goal-making.
3. Demonstrate continuous learning and adaptability skills to changing job requirements.
4. Demonstrate time and resource management skills.
5. Demonstrates information literacy skills.
6. Demonstrates information security skills.
7. Demonstrates information technology skills.
8. Demonstrates knowledge and use of job-specific tools and technologies.
9. Demonstrate job-specific mathematics skills.
10. Demonstrates professionalism in the workplace.
11. Demonstrate reading and writing skills.
12. Demonstrates workplace safety.

F. ADVANCED ACCOUNTING PRINCIPLES AND PROCEDURES

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

1. Review the importance and role of accounting in business and industry.
2. Illustrate how advanced accounting is used in business finances.
3. Differentiate how accounting processes and procedures are used within the different types of business structures.
4. Analyze how accounting information is used to make financial decisions.
5. Analyze ethical scenarios within the field of accounting.
6. Incorporate data analysis skills using advanced electronic spreadsheet software.

G. ACCOUNTING CYCLE

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 Accounting 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.
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.

H. CURRENT ASSETS

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 Accounting program of study.

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

I. FIXED ASSETS

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

1. Define and use accounting terminology and generally accepted accounting principles (GAAP) related to fixed assets and depreciation.
2. Prepare a fixed asset record.
3. Journalize and post entries for acquiring and disposing of fixed assets.
4. 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.)

J. LIABILITIES

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 Accounting 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 payables.

K. STOCKHOLDERS' EQUITY

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 Accounting program of study.

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

L. END-OF-PERIOD ACCOUNTING

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 Accounting 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. Identify and use mathematical methods for locating and correcting errors shown by the trial balance.
4. Journalize and post adjusting entries.
5. Create and evaluate financial statements, including the Income Statement, Balance Sheet, Statement of Retained Earnings, and the Cash Flow statement.
6. Evaluate financial statements using horizontal analysis, vertical analysis, and commonly used financial ratios.
7. Journalize and post-closing entries.
8. Examine the importance of integrity, confidentiality, and high-ethical standards in the preparation of financial statements.

M. PAYROLL SYSTEMS

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 Accounting 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, overtime, payment frequency, salary, commission, salary plus commission.)
3. Analyze tax forms and their purpose, to include W-2, 1099, W-4, and I-9 forms for payroll purposes.
4. Calculate employee earnings, including gross pay, withholdings, deductions, and net pay.
5. Prepare a payroll register.
6. Update employee earnings record.
7. Journalize and 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 and post the entry to record the employer's tax obligations.

N. AUTOMATED ACCOUNTING

Accounting professionals demonstrate effective skills for using automated accounting. The following accountability criteria are considered essential for students in the Accounting program of study.

1. Describe the differences between manual and computerized accounting systems.
2. Demonstrate ability to access accounting programs.
3. Demonstrate basic use of accounting software.
4. Demonstrate an awareness of and the ability to manipulate a chart of accounts.
5. Analyze and input transactions.
6. Download or print financial statements.

Course Materials and Resources

Course Academic Standards and Indicators