

**ACCOUNTING 2**  
**ACTIVITY/COURSE CODE: 5005**

**COURSE DESCRIPTION:** This course expands the student's understanding of accounting subsystems and develops an understanding of various methods of internal control procedures. The student develops competence in using subsidiary ledgers, in preparing financial statements, and in performing end-of-period procedures. The student will demonstrate the use 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.

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

**Computer with internet access required for each student.**

**COURSE CREDIT:** 1 unit

**RECOMMENDED GRADE LEVEL:** 11-12

**A. SAFETY AND ETHICS**

1. Identify major causes of work-related accidents in offices.
2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
3. Identify potential abuse and unethical uses of computers and networks.
4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).
5. Differentiate between freeware, shareware, and public domain software copyrights.
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

## **B. EMPLOYABILITY SKILLS**

1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).

## **C. STUDENT ORGANIZATIONS**

1. Explain how related student organizations are integral parts of career and technology education courses.
2. Explain the goals and objectives of related student organizations.
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

## **D. ASSETS**

1. Define current assets.
2. Identify current assets.
3. Define cash and cash equivalents (petty cash, cash fund, marketable securities, and certificates of deposit).
4. Explain the aging of accounts receivable and the ability to collect.
5. Journalize entries for uncollectible receivables using the direct write-off method.
6. Post entries for uncollectible receivables using the direct write-off method.
7. Compute the value of ending inventory using:
  - a. FIFO
  - b. LIFO
8. Weighted-Average.
9. Journalize transactions related to notes receivables.
10. Post transactions related to notes receivables.

## **E. PLANT ASSETS**

1. Journalize entries for acquiring plant assets.
2. Post entries for acquiring plant assets.
3. Journalize entries for disposing of plant assets.
4. Post entries for disposing of plant assets.

5. Compute the allocation of the asset's cost over useful periods using several depreciation methods.

## **F. LIABILITIES**

1. Differentiate between current and long-term liabilities.
2. Journalize transactions related to notes payable.
3. Post transactions related to notes payable.

## **G. STOCKHOLDERS' EQUITY**

1. Define the structure of a corporation.
2. List the components of stockholders' equity:
  - a. capital stock
  - b. Retained earnings
3. Define stock subscriptions, stock options, treasury stock and dividends.
4. Journalize the issuance of stock.
5. Post the issuance of stock.

## **H. END-OF-PERIOD ACCOUNTING**

1. Prepare a trial balance.
2. Journalize adjusting entries including prepaid and accrued expenses.
3. Post adjusting entries including prepaid and accrued expenses.
4. Prepare financial statements.
5. Journalize closing entries.
6. Post closing entries.

## **I. PAYROLL**

1. Identify methods of calculating employee earnings.
2. Prepare a payroll register.
3. Update employee earnings record.
4. Journalize the entry to record employee earnings and withholdings.
5. Post the entry to record employee earnings and withholdings.
6. Identify employer's payroll tax obligations.
7. Journalize the entry to record employer's tax obligations.
8. Post the entry to record employer's tax obligations.

## **J. ACCOUNTING TERMS AND CONCEPTS**

1. Demonstrate knowledge of accounting terminology.
2. Demonstrate knowledge of accounting concepts.

## **K. AUTOMATED ACCOUNTING**

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