

YAVAPAI COLLEGE/PRESOTT UNIFIED SCHOOL DISTRICT
District Instructional Guide (DIG) – *Year-Long Semester Pacing Guide*

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| School: Prescott High dual enrolled with Yavapai College | Grade Level: 11-12 | Subject: YC: ACC131 (Principles of Accounting 1)/PHS: Accounting 2 | Term: Year-Long Semester | Texts: <i>Century 21 Accounting General Journal 10e</i> -Gilbertson, Lehman, Gentene AND <i>Century 21 Accounting Advanced 10e</i> -Gilbertson, Lehman, Passalacqua |
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2014/2015 School Year

| Time Block | Unit / Theme | Content (Nouns) | Skills (Verbs) | YC Learning Outcomes & Course Content/ADE Standards | Assessments / Benchmarks |
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| Qtr. 1 | Review of ACC121 concepts and skills | <u>Authentic Threads Manual Simulation</u> | Bring fashion trends into the world of accounting while you practice accounting applications in this dynamic merchandising business organized as a corporation. | YC ACC121 LO:1-4 (1-8) YC ACC131 LO: 1 & 2 (1 & 2) 2.0-Demonstrate the steps of the accounting cycle 3.0-Determine payroll 4.0-Generate procedures for cash control 5.0-Determine procedures for accounts receivable and accounts payable ELA: (11-12.RH.3)/ ELA: (11-12.RH.7) | Accurate completion of simulation packet |
| Qtr. 1 | Financial Statement Analysis | <u>Financial Statement Analysis</u> <i>Ethics In Action: An Unethical Invitation?</i> | Vertical Analysis of Income Statement & Balance Sheet Horizontal Analysis Analyzing Financial Statements Using Financial Ratios Calculating and interpreting profitability ratios, market ratios, and liquidity ratios | YC ACC131 LO: 11 (4) YC ACC131 LO: 5 (12) 8.1-Analyze the income statement and balance sheet of a business 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3)/ ELA: (9-10.RST.5) | 17.1-17.3 : <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 17-1 thru 17-4, 17M, 17C; Chapter 17 Test</i> |
| Qtr. 1 | Accounting for a Merchandising Business Organized as a Corporation – Adjustments & Valuation | <u>Acquiring Capital for Growth and Development</u> | Short & Long-Term Debt Financing Capital Stock Acquiring Additional Capital Factors Influencing Financial Decisions Impact of Financial Leverage | YC ACC131 LO: 3 (7 & 8) 6.8-Determine long-term liabilities | 18.1-18.4 : <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 18-1 thru 18-4, 18M, 18C; Chapter 18 Test</i> |
| Qtr. 1 | | <u>Accounting for Plant Assets, Depreciation, and Intangible Assets</u> <i>Ethics In Action: Lifelong Learning</i> | Buying Plant Assets and Paying Property Taxes Calculating Depreciation Expense Journalizing Depreciation Expense Disposing of Plant Assets Declining-Balance Method of Depreciation Buying Intangible Assets and Calculating Amortization Expense | YC ACC131 LO: 3 (6) YC ACC131 LO: 5 (12) 6.6-Calculate depreciations 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 19.1-19.6 : <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 19-1 thru 19-4, 19M, 19C; Chapter 19 Test</i> |

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| Qtr. 1 | | <u>Accounting for Inventory</u> <i>Ethics In Action: Hotlines</i> | Determining the Quantity of Merchandise Inventory Determining the Cost of Merchandise Inventory (FIFO/LIFO) Estimating Inventory | <i>YC ACC131 LO: 2 (3)</i> <i>YC ACC131 LO: 5 (12)</i> 6.3-Maintain inventory records 6.4-Apply inventory costing procedures, such as FIFO, LIFO and weighted average 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 20.1-20.3 : <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 20-1 thru 20-3, 20M, 20C; Chapter 20 Test</i> |
| Qtr. 2 | | <u>Accounting for Accruals, Deferrals, and Reversing Entries</u> <i>Ethics In Action: Guarding Intellectual Property</i> | Accruals Deferrals | <i>YC ACC131 LO: 2 (3)</i> <i>YC ACC131 LO: 5 (12)</i> 6.2-Explain the purpose of notes receivable 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 21.1-21.2 : <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 21-1 thru 21-2, 21M, 21C; Chapter 21 Test</i> |
| Qtr. 2 | Arizona Department of Education End-of-Program Assessment <u>Practice Test</u> | | | | |
| Qtr. 2 | | <u>End-of-Fiscal-Period Work for a Corporation</u> | Preparing Adjusting Entries Preparing an Income Statement, Statement of Stockholders' Equity, and Balance Sheet Preparing a Statement of Cash Flows Preparing Closing and Reversing Entries | <i>YC ACC131 LO: 3 (8-11)</i> 8.1-Analyze the income statement and balance sheet of a business 8.4-Analyze the statement of cash flow and the effect on healthy performance | 22.1-22.4 : <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 22-1 thru 22-4, 22M, 22C; Chapter 22 Test</i> |
| Qtr. 2 | Digital Diversions Manual Simulation | | Simulation with the latest retail software, cell phones, video cameras, music, and more in this merchandising business organized as a corporation. | <i>YC ACC131 LO: 1-4 (1-11)</i> <i>1.0-Demonstrate business and financial management practices needed for entrepreneurs</i> <i>2.0-Demonstrate the steps of the accounting cycle</i> <i>3.0-Determine payroll</i> <i>4.0-Generate procedures for cash control</i> <i>5.0-Determine procedures for accounts receivable and accounts payable</i> <i>6.0-Valuate assets, liabilities, and owner's equity</i> <i>8.0-Assess the financial performance of a business</i> ELA: (11-12.RH.3)/ ELA: (11-12.RH.7) | Accurate completion of simulation packet |
| Qtr. 2 | Departmentalized Accounting | <u>Recording Departmental Purchases and Cash Payments</u> | Using accounting principles and records Journalizing and posting purchases and purchases returns Journalizing and posting cash payments | <i>YC ACC131 LO: 3 (2, 3, 5, 8)</i> 5.0-Determine procedures for accounts receivable and accounts payable | 1.1-1.3 : <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 1-1 thru 1-3, 1M, 1S, 1C; Chapter 1 Test</i> |

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| Qtr. 2 | | <u>Recording Departmental Sales and Cash Receipts</u> <i>Ethics In Action: A Business Lunch Light on Business</i> | Departmental sales on account and sales returns and allowances Journalizing and posting cash receipts | <i>YC ACC131 LO: 3 (2, 3, 5, 8)</i> <i>YC ACC131 LO: 5 (12)</i> 5.0-Determine procedures for accounts receivable and accounts payable 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 2.1-2.2 : <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 2-1 thru 2-2, 2M, 2S, 2C; Chapter 2 Test</i> |
| Qtr. 2 | | <u>Calculating and recording Departmental Payroll Data</u> <i>Ethics In Action: The Danger of Social Media</i> | Completing payroll records for employee earnings and deductions Recording a payroll and payroll taxes | <i>YC ACC131 LO: 3 (7)</i> <i>YC ACC131 LO: 5 (12)</i> 3.1 Prepare payroll records using manual and computerized systems 3.2 Calculate earnings for various methods of payment 3.3 Compute deductions to determine net pay 3.4 Calculate employer's payroll taxes 3.5 Prepare federal, state, and local payroll reports 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 3.1-3.2 : <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 3-1 thru 3-2, 3M, 3S, 3C; Chapter 3 Test</i> |
| Qtr. 2 | | <u>Financial Reporting for a Departmentalized Business</u> <i>Ethics In Action: Insider Trading</i> | Preparing financial information for a departmentalized business Responsibility statements for a merchandising business Financial statements for a departmental merchandising business End-of-period work for a departmentalized business | <i>YC ACC131 LO: 4 (1, 8, 10, 11)</i> <i>YC ACC131 LO: 5 (12)</i> 2.11-Prepare the trial balance including determining necessary adjustments 2.12-Prepare financial statements 2.13-Explain the purposes of the closing process 2.14-Prepare a post-closing trial balance 8.0-Assess the financial performance of a business 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 4.1-4.4: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 4-1 thru 4-4, 4M, 4C; Chapter 4 Test</i> |
| Qtr. 3 | Organic Aisles Manual Simulation | | Simulation to experience the challenges of operating a departmentalized organic grocery store organized as a corporation. The company sells produce and grocery items. | <i>YC ACC131 LO: 1-4 (1-11)</i> 1.0-Demonstrate business and financial management practices needed for entrepreneurs 2.0-Demonstrate the steps of the accounting cycle 3.0-Determine payroll 4.0-Generate procedures for cash control 5.0-Determine procedures for accounts receivable and accounts payable 6.0-Valuate assets, liabilities, and owner's equity 8.0-Assess the financial performance of a business ELA: (11-12.RH.3)/ ELA: (11-12.RH.7) | Accurate completion of simulation packet |

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| Qtr. 3 | Accounting Adjustments and Valuation | <u>Inventory Planning and Valuation</u> <i>Ethics In Action: Is Someone Reading Your Email?</i> | Determining merchandise inventory quantities Inventory costing methods Estimating the inventory | <i>YC ACC131 LO: 3 (2, 3)</i> <i>YC ACC131 LO: 5 (12)</i> 6.3-Maintain inventory records 6.4-Apply inventory costing procedures, such as FIFO, LIFO and weighted average 6.5-Compute the cost basis of assets 8.5-Calculate merchandise inventory turnover ratios 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 5.1-5.3: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 5-1 thru 5-3, 5M, 5C; Chapter 5 Test</i> |
| Qtr. 3 | | <u>Accounting for Uncollectible Accounts</u> | Direct write-off method of recording uncollectible accounts Allowance method of recording uncollectible accounts expense Financial analysis of accounts receivable | <i>YC ACC131 LO: 3 (5)</i> 5.4-Analyze accounts receivable using an aging schedule to determine doubtful accounts 5.9-Explain the relationship of subsidiary ledgers | 6.1-6.3: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 6-1 thru 6-3, 6M, 6C; Chapter 6 Test</i> |
| Qtr. 3 | | <u>Accounting for Plant Assets</u> | Buying plant assets Calculating and journalizing depreciation expense Disposing of plant assets Other methods of depreciation | <i>YC ACC131 LO: 3 (7)</i> 6.5-Compute the cost basis of assets 6.6-Calculate depreciations 6.7-Identify procedures to protect assets from loss, waste, theft, forgery and embezzlement | 7.1-7.4: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 7-1 thru 7-4, 7M, 7C; Chapter 7 Test</i> |
| Qtr. 3 | | <u>Accounting for Notes Payable, Prepaid Expenses, and Accrued Expenses</u> | Notes payable Prepaid expenses Accrued expenses | <i>YC ACC131 LO: 3 (7 and 9)</i> 6.8-Determine current and long-term liabilities and assets 8.3-Analyze current and long-term liabilities including their impact on the financial statements | 8.1-8.3: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 8-1 thru 8-3, 8M, 8C; Chapter 8 Test</i> |
| Qtr. 3 | | <u>Accounting for Unearned Revenue, Accrued Revenue, and Installment Notes Receivable</u> <i>Ethics In Action: Sharing Nonpublic Information</i> | Unearned and accrued revenue Accounting for gift cards Accounting for installment notes receivable | <i>YC ACC131 LO: 3 (5)</i> <i>YC ACC131 LO: 5 (12)</i> 6.2-Explain the purpose of notes receivable 6.8-Determine current and long-term liabilities and assets 8.3-Analyze current and long-term liabilities including their impact on the financial statements 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 9.1-9.3: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 9-1 thru 9-3, 9M, 9C; Chapter 9 Test</i> |
| Qtr. 3 | Corporation Accounting | <u>Organizing a Corporation</u> | Starting a corporation Accounting for Preferred Stock | <i>YC ACC131 LO: 3 (8)</i> 7.5-Explain the purpose of the following accounts: common stock, preferred stock, paid-in capital, retained earnings, and dividends for a corporation 7.6-Identify the three basic types of business activities – operating, investing, and financing | 10.1-10.2: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 10-1 thru 10-2, 10M, 10C; Chapter 10 Test</i> |

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| Qtr. 3 | | <u>Corporate Dividends and Treasury Stock</u> <i>Ethics In Action:</i> Exercising Stock Options | Calculating and journalizing dividends for a corporation Treasury stock transactions Purchasing and selling capital stock of other corporations | YC ACC131 LO: 3 (8) YC ACC131 LO: 5 (12) 7.5-Explain the purpose of the following accounts: common stock, preferred stock, paid-in capital, retained earnings, and dividends for a corporation 7.6-Identify the three basic types of business activities – operating, investing, and financing 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 11.1-11.3: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 11-1 thru 11-3, 11M, 11C; Chapter 11 Test</i> |
| Qtr. 3 | | <u>Accounting for Bonds</u> | Bonds payable transactions Paying interest on bonds Effect of redeeming and converting bonds Bond investments | YC ACC131 LO: 3 (8) 7.6-Identify the three basic types of business activities – operating, investing, and financing | 12.1-12.4: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 12-1 thru 12-4, 12M, 12C; Chapter 12 Test</i> |
| Qtr. 4 | | <u>Financial Reporting and Analysis for a Corporation</u> | Measuring and analyzing financial strength Measuring and analyzing profitability Calculating and analyzing efficiency measures and market ratio Advanced topics in financial reporting | YC ACC131 LO: 4 (11) 8.0-Assess the financial performance of a business ELA: (11-12.RST.3) | 13.1-13.4: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 13-1 thru 13-4, 13M, 13C; Chapter 13 Test</i> |
| Qtr. 4 | | <u>Statement of Cash Flows</u> <i>Ethics In Action:</i> Exercising Stock Options | Preparing the operating activities section of a statement of cash flow Completing the statement of cash flows | YC ACC131 LO: 4 (10) YC ACC131 LO: 5 (12) 8.4-Analyze the statement of cash flow and the effect on healthy performance 10.0-Examine ethical standards in accounting ELA: (9-10.RH.3) | 14.1-14.2: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 14-1 thru 14-2, 14M, 14C; Chapter 14 Test</i> |
| Qtr. 4 | Adventure Gear Automated Simulation | | Simulation that sells extreme sports equipment while the student practices accounting applications in this dynamic merchandising business organized as a corporation. | YC ACC131 LO: 1-4 (1-11) 1.0-Demonstrate business and financial management practices needed for entrepreneurs 2.0-Demonstrate the steps of the accounting cycle 3.0-Determine payroll 4.0-Generate procedures for cash control 5.0-Determine procedures for accounts receivable and accounts payable 6.0-Value assets, liabilities, and owner's equity 8.0-Assess the financial performance of a business ELA: (11-12.RH.3)/ ELA: (11-12.RH.7) | Accurate completion of simulation packet |
| Qtr. 4 | Management Accounting | <u>Budgetary Planning and Control</u> | Budget planning and the sales and purchases budgets Expense budgets and the budgeted income statement | YC ACC131 LO: 3 (8, 11) 12.2-Demonstrate basic research techniques to organize accounting records and information | 15.1-15.4: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your</i> |

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| | | | Cash budgets Performance reports | 12.3-Explain how plans and budgets are revised to meet goals and objectives 12.4-Investigate merchandise inventory accounting principles that relate to budgetary decisions | <i>Understanding: 15-1 thru 15-4, 15M, 15C; Chapter 15 Test</i> |
| Qtr. 4 | | <u>Management Decision Making Using Cost-Volume-Profit Analysis</u> | Cost characteristics that influence decisions Determining breakeven Decisions that affect net income | YC ACC131 LO: 3 (8, 11) 8.6-Determine the effect of changes in sales volume, unit costs and unit sales process on net income 9.1-Using spreadsheet software, organize, calculate and complete and accounting financial statement 9.3-Use spreadsheet and/or accounting software to prepare charts and graphs useful in analyzing the financial conditions of a business ELA: (9-10.RST.7) | 16.1-16.3: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 16-1 thru 16-3, 16M, 16C; Chapter 16 Test</i> |
| Qtr. 4 | | <u>Job Order Costing</u> | Manufacturing cost flows, direct materials, and direct labor Accounting for factory overhead Accounting for finished goods and cost of goods sold and financial reporting for a manufacturing business Standard costs and variance analysis | YC ACC131 LO: 3 (8) 11.2-Define cost concepts and cost behavior 11.4-Define the differences among service, merchandising and manufacturing businesses ELA: (9-10.RST.7) | 17.1-17.4: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 17-1 thru 17-4, 17M, 17C; Chapter 17 Test</i> |
| Qtr. 4 | Internal Control and Other Organizational Structures | <u>Internal Control</u> | Internal Control Structure Documenting accounting systems Cash payments using a voucher system Internal controls in a voucher system | YC ACC131 LO: 3 (4) ELA: (9-10.RST.1) | 20.1-20.4: <i>Audit Your Understanding, Work Together, On Your Own; Applying Your Understanding: 20-1 thru 20-4, 20M, 20C; Chapter 20 Test</i> |
| Qtr. 4 | Arizona Department of Education End-of-Program Assessment <u>FINAL</u> Test | | | | |