

WARREN COUNTY SCHOOL DISTRICT
PLANNED INSTRUCTION

COURSE DESCRIPTION

Course Title: Accounting I

Course Number: 0511

Course Prerequisites: _____

Course Description: (Include “no final exam” or “final exam required”)

This course is an introduction to keeping business and professional records. Students will be able to complete accounting jobs using various source documents, journals, ledgers, and financial reports with accuracy. Practice sets (business simulations) give accounting a practical approach. Accounting should be taken by anyone planning a business career or the college bound student. College level accounting is required by many different fields.

Final Exam is required

Suggested Grade Level: 10-12

Length of Course: _____ One Semester X Two Semesters _____ Other

(Describe)

Units of Credit: 1 (Insert NONE if appropriate.)

PDE Certification and Staffing Policies and Guidelines (CSPG) Required Teacher Certification(s)

(Insert certificate title and CSPG#) Business

Certification verified by WCSD Human Resources Department:

X Yes _____ No

Board Approved Textbooks, Software, Materials:

Title: Century 21 Accounting 9E Multicolumn Journal Ch 1-16

Publisher: South-Western

ISBN #: 978-0-538-44707-2

Copyright Date: 2009

Date of WCSD Board Approval:

BOARD APPROVAL:

Date Written: November, 2009

Date Approved: _____

Implementation Year: 2010

Suggested Supplemental Materials: (List or insert None)

Working Papers 1-16 978-0-538-44708-9

Unique Global Imports (Manual Simulation) 978-0-538-44739-3

Current Microsoft Office software

Course Standards

PA Academic Standards: (List by Number and Description)

13.1.11 Career Awareness and Preparation C, D, E, F

13.2.11 Career Acquisition (Getting a Job) B, C, D

13.3.11 Career Retention and Advancement A, B, C, D, E, F, G

13.4.11 Entrepreneurship A, B, D

WCSD Academic Standards: (List or None)

None

Industry or Other Standards: (List, Identify Source or None)

NOCTI

SPECIAL EDUCATION AND GIFTED REQUIREMENTS

The teacher shall make appropriate modifications to instruction and assessment based on a student's Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP).

**SPECIFIC EDUCATIONAL OBJECTIVES/CORRESPONDING STANDARDS AND
ELIGIBLE CONTENT WHERE APPLICABLE**

(List Objectives, PA Standards #'s, Other Standards (see samples at end))

PA Standard: 13.1.11 Career Awareness and Preparation C, D, E, F

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
C.	Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.			<ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests
D.	Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to Career Days.			
E.	Justify the selection of a career.			
F.	Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to Associate Degree.			

PA Standard: 13.2.11 Career Acquisition (Getting a Job) B, C, D

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
B.	Apply research skills in searching for a job.			<ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests
C.	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to job application.			
D.	Analyze, revise, and apply an individualized career portfolio to chosen career path.			

PA Standard: 13.3. Career Retention and Advancement A, B, C, D, E, F, G

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Evaluate personal attitudes and work habits that support career retention and advancement.			<ul style="list-style-type: none"> • Quizzes • Teacher Observation • Tests
B.	Evaluate team member roles to describe and illustrate active listening techniques.			
C.	Evaluate conflict resolution skills as they relate to the workplace.			
D.	Develop a personal budget based on career choice, such as, but not limited to Charitable contributions.			
E.	Evaluate time management strategies and their application to both personal and work situations.			
F.	Evaluate strategies for career retention and advancement in response to the changing global workplace.			
G.	Evaluate the impact of lifelong learning on career retention and advancement.			

PA Standard: 13.4.11 Entrepreneurship A, B, D

X – performance assessed during that semester

	Performance Indicators	1	2	Assessment
A.	Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.			<ul style="list-style-type: none">• Quizzes• Teacher Observation• Tests
B.	Analyze entrepreneurship as it related to personal character traits.			
D.	Analyze intervention plans and evaluate their effectiveness in specific situations..			

ASSESSMENTS

PSSA Assessment Anchors Addressed: The teacher must be knowledgeable of the PDE Assessment Anchors and/or Eligible Content and incorporate them into this planned instruction. Current assessment anchors can be found at pde@state.pa.us.

Formative Assessments: The teacher will develop and use standards-based assessments throughout the course.

Portfolio Assessment: _____ Yes N No

District-wide Final Examination Required: _____ Yes N No

Course Challenge Assessment (Describe):

Written Tests

Performance Assessments

REQUIRED COURSE SEQUENCE AND TIMELINE

(Content must be tied to objectives)

Content Sequence	Dates
Accounting Cycle	20 days
Accounting Process	30 days
Financial Statements	20 days
Special Applications	20 days
Interpretation and Use of Data	20 days
Workplace Expectations	10 days
Practice Sets	55 days
Enrichment	5 days

Objectives:

1. Define accounting terms related to proprietorship, corporate, and partnership accounting.
2. Identify accounting concepts and practices related to proprietorship, corporate, and partnership accounting.
3. Journalize transactions related to starting a proprietorship, corporate, and partnership.

WRITING TEAM: F. Darlene Albaugh, Mary Ann Jones

REVIEWED BY: Suzanne Hornick, Karen Motter

WCSD STUDENT DATA SYSTEM INFORMATION

1. Is there a required final examination? X Yes No
2. Does this course issue a mark/grade for the report card? X Yes No
3. Does this course issue a Pass/Fail mark? Yes X No
4. Is the course mark/grade part of the GPA calculation? X Yes No
5. Is the course eligible for Honor Roll calculation? X Yes No
6. What is the academic weight of the course?
 No weight/Non credit X Standard weight
 Enhanced weight (Describe)