

<b>Program Name/Course Name:</b> Finance/Advanced Accounting	
<b>Lesson Title:</b> Safety	<b>Overview/Annotation:</b> Safety Rules for Business
<b>Unit:</b> Safety	
<b>Background/Preparation:</b> Review common safety procedures; prepare list of office safety concerns	
<b>Essential Questions:</b> Do I need to contact someone if I am working late? Do all offices have security personnel? Who do I notify if my computer or other equipment is not working properly? How does ergonomics affect productivity?	
<b>Time On Task:</b> Days 1 - 3	<b>Instructional Activities:</b> Discuss safety procedures; recognize security techniques; implement ergonomics; implement preventive maintenance procedures for equipment. Take the safety test.
<b>CTE Content Standard:</b> Equipment safety precautions; security; health concerns; preventive maintenance	
<b>Material/Equip/Tech Resources:</b> Safety handout, Internet	
<b>Skills Involved:</b> <input type="checkbox"/> Employability <input type="checkbox"/> Problem-Solving <input type="checkbox"/> Management <input type="checkbox"/> Higher-order reasoning <input type="checkbox"/> Work ethic <input type="checkbox"/> Teamwork <input checked="" type="checkbox"/> Safety	
<b>Integrated Academics:</b> <input type="checkbox"/> Mathematics <input type="checkbox"/> Language <input type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Embedded Credit	
<b>Culminating Project:</b> Portfolio and Resume	<b>Lesson Enhancement:</b> Review safety procedures as needed throughout course.
<b>Assessment/Strategies:</b> Test	
<b>Course/Program Credentials:</b> Brainbench Bookkeeping/MOS Certification	<b>Provisions for Individual Differences:</b> Accommodations and/or remediation for students with Individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.
<b>Unit/Course/CTSO Activity:</b> FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	

<b>Program Name/Course Name:</b> Finance/Advanced Accounting	
<b>Lesson Title:</b> Calculator Review	<b>Overview/Annotation:</b> Review math calculations using a 10-Key calculator
<b>Unit:</b> Calculator	
<b>Background/Preparation:</b> Review math calculations using the 10-key calculator	
<b>Essential Questions:</b> Why do I need to use the 10-key calculator? How will this skill help me in the future?	
<b>Time On Task:</b> Days 4 - 5	<b>Instructional Activities:</b> Complete math calculations worksheets to review calculator techniques.
<b>CTE Content Standard:</b> Review	
<b>Material/Equip/Tech Resources:</b> Worksheets and Calculator	
<b>Skills Involved:</b> <input checked="" type="checkbox"/> Employability <input type="checkbox"/> Problem-Solving <input type="checkbox"/> Management <input type="checkbox"/> Higher-order reasoning <input type="checkbox"/> Work ethic <input type="checkbox"/> Teamwork <input type="checkbox"/> Safety	
<b>Integrated Academics:</b> <input checked="" type="checkbox"/> Mathematics <input type="checkbox"/> Language <input checked="" type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Embedded Credit	<b>Culminating Project:</b> Portfolio and Resume
<b>Assessment/Strategies:</b> Worksheets.	<b>Lesson Enhancement:</b> Review calculations as needed.
<b>Unit/Course/CTSO Activity:</b> FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	<b>Course/Program Credentials:</b> Brainbench Bookkeeping/MOS Certification
	<b>Provisions for Individual Differences:</b> Accommodations and/or remediation for students with Individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.

<b>Program Name/Course Name:</b> Finance/Advanced Accounting	
<b>Lesson Title:</b> Recording Departmental Purchases and Cash Payments	<b>Overview/Annotation:</b> Discuss departments in a corporation and how they operate separately and as a part of a corporation as a whole
<b>Unit:</b> Purchases and Cash Payments	
<b>Background/Preparation:</b> Review journal entries and posting to a ledger	
<b>Essential Questions:</b> What is departmental accounting and how does it relate to the corporation?	
<b>Time On Task:</b> Days 6 - 16	<b>Instructional Activities:</b> Read and discuss departmental accounting sections and review how to journalize and post transactions. Complete Work Together problems and Application Problems. Take the Chapter test.
<b>CTE Content Standard:</b> Review	
<b>Material/Equip/Tech Resources:</b> Textbook, workbook, calculator, computer	
<b>Skills Involved:</b> <input type="checkbox"/> Employability <input checked="" type="checkbox"/> Problem-Solving <input type="checkbox"/> Management <input checked="" type="checkbox"/> Higher-order reasoning <input type="checkbox"/> Work ethic <input type="checkbox"/> Teamwork <input type="checkbox"/> Safety	
<b>Culminating Project:</b> Portfolio and Resume	
<b>Integrated Academics:</b> <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Language <input checked="" type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Embedded Credit	<b>Lesson Enhancement:</b> Review journalizing and posting as necessary. Review calculating sales tax.
<b>Assessment/Strategies:</b> Chapter Problems and Chapter Test	<b>Course/Program Credentials:</b> Brainbench Bookkeeping/MOS Certification
<b>Unit/Course/CTSO Activity:</b> FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	<b>Provisions for Individual Differences:</b> Accommodations and/or remediation for students with Individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.

<b>Program Name/Course Name:</b> Finance/Advanced Accounting	
<b>Lesson Title:</b> Recording Departmental Sales and Cash Receipts	<b>Overview/Annotation:</b> Journalize and post sales on account and cash receipts
<b>Unit:</b> Sales and Cash Receipts	
<b>Background/Preparation:</b> Review journal entries for sales and cash receipts	
<b>Essential Questions:</b> How do you calculate sales discounts and determine sales returns and allowances? What is a credit memorandum?	
<b>Time On Task:</b> Days 17 - 27	<b>Instructional Activities:</b> Read and discuss the chapter section on sales on account, sales returns and allowances and cash receipts. Define the accounting terms related to sales and cash receipts. Complete Work Together problems and Application Problems. Take the Chapter Test.
<b>CTE Content Standard:</b> Review	
<b>Material/Equip/Tech Resources:</b> Textbook, workbook, calculator, computer	
<b>Skills Involved:</b> <input type="checkbox"/> Employability <input checked="" type="checkbox"/> Problem-Solving <input type="checkbox"/> Management <input checked="" type="checkbox"/> Higher-order reasoning <input type="checkbox"/> Work ethic <input type="checkbox"/> Teamwork <input type="checkbox"/> Safety	
<b>Integrated Academics:</b> <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Language <input checked="" type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Embedded Credit	
	<b>Culminating Project:</b> Portfolio and Resume
	<b>Lesson Enhancement:</b> Review calculating discounts and sales tax
<b>Assessment/Strategies:</b> Chapter problems and Chapter Test	<b>Course/Program Credentials:</b> Brainbench Bookkeeping/MOS Certification
<b>Unit/Course/CTSO Activity:</b> FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	<b>Provisions for Individual Differences:</b> Accommodations and/or remediation for students with Individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.

<b>Program Name/Course Name:</b> Finance/Advanced Accounting	
<b>Lesson Title:</b> Calculating and Recording Payroll Data	<b>Overview/Annotation:</b> Discuss payroll records and payroll for a departmentalized corporation
<b>Unit:</b> Corporate Payroll	
<b>Background/Preparation:</b> Discuss payroll commission rates and sales	
<b>Essential Questions:</b> Does everyone receive commission on sales in a corporation? How do you compute commission?	
<b>Time On Task:</b> Days 28 - 38	<b>Instructional Activities:</b> Define terms in accounting related to payroll for a departmentalized corporation. Read and discuss sections on commissions and sales for the department. Complete the Work Together problems and Application Problems in the chapter. Take the Chapter Test.
<b>CTE Content Standard:</b> Review	
<b>Material/Equip/Tech Resources:</b> Textbook, workbook, calculator, computer	
<b>Skills Involved:</b> <input checked="" type="checkbox"/> Employability <input checked="" type="checkbox"/> Problem-Solving <input type="checkbox"/> Management <input checked="" type="checkbox"/> Higher-order reasoning <input type="checkbox"/> Work ethic <input type="checkbox"/> Teamwork <input type="checkbox"/> Safety	
<b>Integrated Academics:</b> <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Language <input checked="" type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Embedded Credit	
	<b>Culminating Project:</b> Portfolio and Resume
	<b>Lesson Enhancement:</b> Review calculations as necessary and journal entries.
<b>Assessment/Strategies:</b> Chapter problems and Chapter test.	<b>Course/Program Credentials:</b> Brainbench Bookkeeping/MOS Certification
<b>Unit/Course/CTSO Activity:</b> FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	<b>Provisions for Individual Differences:</b> Accommodations and/or remediation for students with Individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.

<b>Program Name/Course Name:</b> Finance/Advanced Accounting	
<b>Lesson Title:</b> Financial Reporting for a Departmentalized Business	<b>Overview/Annotation:</b> Financial Statements for a Corporation
<b>Unit:</b> Financial Statements	
<b>Background/Preparation:</b> Review parts of the Financial Statements—Income and Balance Sheet	
<b>Essential Questions:</b> Who sees the financial statements of a corporation? Where does the information come from?	
<b>Time On Task:</b> Days 39 - 54	<b>Instructional Activities:</b> Define terms related to financial statements. Read and discuss the chapter sections on each type of financial statement for a corporation. Complete the Work Together and Application Problems. Complete one Automated Accounting Problem from the chapter. Take the Chapter test.
<b>CTE Content Standard:</b> 11	
<b>Material/Equip/Tech Resources:</b> Textbook, workbook, calculator, computer	
<b>Skills Involved:</b> <input type="checkbox"/> Employability <input checked="" type="checkbox"/> Problem-Solving <input type="checkbox"/> Management <input checked="" type="checkbox"/> Higher-order reasoning <input type="checkbox"/> Work ethic <input type="checkbox"/> Teamwork <input type="checkbox"/> Safety	
<b>Culminating Project:</b> Portfolio and Resume	
<b>Integrated Academics:</b> <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Language <input checked="" type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Embedded Credit	<b>Lesson Enhancement:</b> Review how to create a worksheet for a business. Explain parts of the worksheet as needed.
<b>Assessment/Strategies:</b> Chapter problems and Chapter test.	<b>Course/Program Credentials:</b> Brainbench Bookkeeping/MOS Certification
<b>Unit/Course/CTSO Activity:</b> FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	<b>Provisions for Individual Differences:</b> Accommodations and/or remediation for students with Individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.

<b>Program Name/Course Name:</b> Finance/Advanced Accounting	
<b>Lesson Title:</b> Automated Accounting—Reinforcement Activity 1	<b>Overview/Annotation:</b> Journalize transactions, post to the ledger, prepare a trial balance, record adjustments on the worksheet, prepare financial statements, journalize adjusting and closing entries, prepare post-closing trial balance
<b>Unit:</b> Reinforcement Activity 1	
<b>Background/Preparation:</b> Review all parts of the accounting cycle	
<b>Essential Questions:</b> What are all of the different documents that will be completed for an entire accounting cycle?	
<b>Time On Task:</b> Days 55 - 65	<b>Instructional Activities:</b> Complete the Reinforcement Activity 1 using the workbook and textbook. Use all parts of the accounting cycle.  <b>Culminating Project:</b> Portfolio and Resume  <b>Lesson Enhancement:</b> Review documents and procedures as needed.
<b>CTE Content Standard:</b> Review and 11	
<b>Material/Equip/Tech Resources:</b> Textbook, workbook, calculator, computer	
<b>Skills Involved:</b> <input type="checkbox"/> Employability <input checked="" type="checkbox"/> Problem-Solving <input type="checkbox"/> Management <input checked="" type="checkbox"/> Higher-order reasoning <input type="checkbox"/> Work ethic <input type="checkbox"/> Teamwork <input type="checkbox"/> Safety	
<b>Integrated Academics:</b> <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Language <input checked="" type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Embedded Credit	
<b>Assessment/Strategies:</b> Reinforcement Activity 1	<b>Course/Program Credentials:</b> Brainbench Bookkeeping/MOS Certification
<b>Unit/Course/CTSO Activity:</b> FBLA is an integral part of this course. Students have the opportunity to participate in various community service projects, competition, fundraising, and workshops/conferences.	<b>Provisions for Individual Differences:</b> Accommodations and/or remediation for students with Individualized Educational Plans (IEP's) or Personalized Education Plans (PEP's or 504's) will be followed. CTIP's are located in secure student folders.