

You are about to view a presentation on Computerized Multimedia Accounting, a one year Tech Prep class available to high school 11th and 12th grade students. By successfully completing the class you can earn elective credits toward high school graduation. If certain circumstances are fulfilled, you can also earn WSCC credits.

To view the slides, wait for the entire file to load (watch the progress in the lower left side of window), then click the arrows at the bottom of the screen to move ahead or to back up.

If you wish to get a closer look at this class, contact your school counselor to set up a shadowing visit.

CMA, like all Tech Prep classes, is open to both girls and boys.

Is This You?

The following is a description of the aptitudes, abilities, skills and personal characteristics that match the profile of a person ideally suited for a career in the accounting career field. The purpose of this description is to assist you with the important task of finding a match between your qualities and the qualities required of a person working in this field.

By no means are the following to be viewed as finely honed skills you must possess as a prerequisite for selecting this course. Rather, they are abilities/qualities that you recognize in yourself that you believe can be further matured by your participation in this class.

Aptitudes – Abilities – Skills

- Be able to use reason, logic, thought, and analysis
- Be able to communicate well, both orally and in writing
- See details and recognize errors in written and numerical data
- Use mathematics quickly and accurately
- Plan, direct, and control an entire activity
- Work within precise limits or standards of accuracy
- Get along with clients
- Be computer proficient

Personal Characteristics

- Be able to stay on task for extended periods of time – many auditing/accounting tasks are highly complex, requiring many days of step-by-step work to complete
- Take pride in attending accurately to detail
- Prefer working with data and the accountant's tools i.e., calculator, computer, tables – much of an accountant's work is done on one's own

Successfully completing one or two years of Computerized Multimedia Accounting will provide a student with a solid foundation in accounting principles and procedures. A student who wishes to enter the workforce as an accountant will have to earn at least an associate degree. Computerized Multimedia Accounting articulates four credits toward WSCC's associate accounting degree.



COMPUTERIZED MULTIMEDIA ACCOUNTING

Course Syllabus

Instructor: Mrs. Sara Bray
Classroom: 242
Office: 242A
Office Hours: 8:00 a.m. – 9:00 a.m. and 11:20 a.m. – 12:00 p.m.
Office Phone: 845-6211 ext. 3552
Home Phone: 845-7626
E-Mail: sbray@westshore.edu
Textbook: Glencoe Accounting, Real-World Applications & Connections,
Glencoe McGraw Hill, New York, 2004.

Course Description:

Using multimedia software, students are introduced to basic accounting functions using a double-entry system that includes analyzing transactions, journalizing, posting, adjusting, and closing entries. Students will learn realistic accounting procedures for a variety of business applications using a computer software package that is similar to many commercial programs. Upon successful completion of this class, students should qualify for an entry-level accounting position. This class is open to beginning students as well as those who have taken accounting at their home schools. Advanced students continue from the point of their understanding. Students who wish to take a second year Computerized Multimedia Accounting must have the instructor's approval.

Program CIP Code: 52.9999

Job Titles Requiring Further Training:

Administrative Clerk
Billing Clerk
General Bookkeeper
Accountant
Auditor

PSN: 16379

Entry Level Positions with H.S. (Vocational) Training:

Account Teller Tax Accountant
Cashier Financial Services
Collection Clerk
Hotel Clerk
Payroll Clerk

Course Objective	Student Outcomes	Time	Instructional Strategies	Assessment	Standards/ Benchmarks	National Skills Standards
Overview of Tech Prep Work Ethic	Student will tour the campus of West Shore Community College. Students will be inserviced on Tech Prep Student Handbook. Students will review course syllabus and be given textbook and student workbooks. Students will be inserviced on the Work Ethics component.	1 week Ongoing	Teacher Directed Instructional Video	Work Ethic Self-Evaluation		#1 Cluster Foundations Employability and Career Development
Accounting in a Private Enterprise Economy Business Transactions and the Basic Accounting Equation	Students will be introduced to the need for financial record keeping and the organization of business in our private enterprise economy. Students will begin learning the language of accounting. Students will learn the basic accounting equation - the foundation of accounting.	1 week	Teacher and Student Directed Instruction Interactive CD ROM Video	Worksheet and Test on Chapters 1 & 2		# 1 Cluster Foundations Communication # 3 Business Financial Management & Accounting Accounting
Analyzing Transactions Affecting Assets, Liabilities, and Owner's Equity	Students will learn to analyze transactions affecting assets, liabilities, and owner's equity. Students will learn to analyze transactions affecting revenue, expenses, and withdrawals.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 3	ELA.1.1.HS.1 MAT.1.1.HS.2 MAT.IV.3.HS.5	# 1 Cluster Foundations Communication #2 Management Supervising/Directing/and Motivating/Leading #3 Business Financial Management & Accounting Computational Skills Analyze and Interpret Data Accounting
Analyzing Transactions Affecting Revenue, Expenses, and Withdrawals Recording Transactions in a General Journal	Students will continue learn to analyze transactions affecting revenue, expenses, and withdrawals. Students will learn to record transactions in a general journal.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 4 & 5	ELA.1.1.HS.1	# 1 Cluster Foundations Communication #3 Business Financial Management & Accounting Computational Skills Analyze and Interpret Data

Course Objective	Student Outcomes	Time	Instructional Strategies	Assessment	Standards/ Benchmarks	National Skills Standards
Posting Journal Entries to General Ledger Accounts	Students will learn to post journal entries to general ledger accounts. Students will complete a mini-session of setting up accounting records for a sole proprietorship.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 6		#3 Business Financial Management & Accounting Computational Skills
Preparing a Six-Column Work Sheet	Students will learn to prepare a six-column work sheet.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 7	MAT.1.1.HS.1	# 1 Cluster Foundations Communication #3 Business Financial Management & Accounting Computational Skills Accounting
Preparing Financial Statements for a Sole Proprietorship	Students will learn to prepare financial statements for a sole proprietorship.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 8	MAT.1.1.HS.5	# 1 Cluster Foundations Communication Problem and Critical Thinking Skills Systems #2 Planning Organizing/Evaluation Communicating #3 Business Financial Management & Accounting Computational Skills
Completing the Accounting Cycle for a Sole Proprietorship	Students will complete the accounting cycle for a sole proprietorship. Students will begin to learn cash control and banking activities.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 9		#3 Business Financial Management & Accounting Computational Skills Accounting
Cash Control and Banking Activities	Students will continue to learn cash control and banking activities. Students will begin a mini-session of completing the accounting cycle for a sole proprietorship.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 10		#3 Business Financial Management & Accounting Computational Skills

Course Objective	Student Outcomes	Time	Instructional Strategies	Assessment	Standards/ Benchmarks	National Skills Standards
Completing the Accounting Cycle for a Sole Proprietorship AquaClean Pool Service Simulation Packet	Students will complete the mini-session of completing the accounting cycle for a sole proprietorship. Students will begin a simulation packet on an accounting using a general journal.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet for mini-session		# 1 Cluster Foundations Communication #3 Business Financial Management & Accounting Computational Skills
AquaClean Pool Service Simulation Packet Accounting for Sales on Account	Using source documents, students will complete the Accounting cycle for a sole proprietorship. students will finish simulation packet. Students will learn accounting for sales on account.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Simulation Packet and Worksheet on Chapter 11		# 1 Cluster Foundations Communication #3 Business Financial Management & Accounting Computational Skills Organizational Skills
Accounting for Sales on Account Accounting for Cash Receipts	Students will finish accounting for sales on account. Students will learn accounting for cash receipts.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Test on Chapter 11 and Worksheet for Chapter 12		#3 Business Financial Management & Accounting Computational Skills
Accounting for Cash Receipts Accounting for Purchases on Account	Students will finish learning accounting for cash receipts. Students will begin accounting for purchases on account.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Test on Chapter 12 and Worksheet for Chapter 13		#3 Business Financial Management & Accounting Computational Skills
Accounting for Purchases on Account Accounting for Cash Payments	Students will finish learning accounting for purchases on account. Students will begin accounting for cash payments.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Test on Chapter 13 and Worksheet for Chapter 14		#3 Business Financial Management & Accounting Computational Skills

Course Objective	Student Outcomes	Time	Instructional Strategies	Assessment	Standards/ Benchmarks	National Skills Standards
Accounting for Cash Payments Recording General Journal Transactions	Students will finish accounting for cash payments. Students will begin recording general journal transactions.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Test on Chapter 14 and Worksheet for Chapter 15		#3 Business Financial Management & Accounting Computational Skills
Recording General Journal Transactions Recording Business Transactions in Special Journals	Students will finish recording general journal transactions. Students will begin mini-session of recording business transactions in special journals.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Test on Chapter 15		#3 Business Financial Management & Accounting Computational Skills
Recording Business Transactions in Special Journals Automated Accounting for Discounts, Debit Memorandums, and Credit Memorandums	Students will finish mini-session of recording business transactions in special journals. Students will begin to prepare a ten-column worksheet.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet for mini-session		#3 Business Financial Management & Accounting Computational Skills
Preparing a Ten-Column Work Sheet Preparing Financial Statements for a Corporation	Students will finish preparing a ten-column worksheet. Students will begin preparing financial statements for a corporation.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 16		#3 Business Financial Management & Accounting Computational Skills Policies and Regulations

Financial Statements for a Corporation	Students will finish preparing a financial statement for a corporation.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 17		# 1 Cluster Foundations Communication #3 Business Financial Management & Accounting Computational Skills Analyze and Interpret Data
Recording Adjusting and Closing Entries A Complete Accounting Cycle for a Merchandising Corporation	Students will learn to record adjusting and closing entries. Students will complete a min-session for completing an accounting cycle for a merchandising corporation.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet for mini-session Test on Chapter 18		#3 Business Financial Management & Accounting Computational Skills
Lakeshore Computer Center Simulation Packet	Students will complete an accounting simulation for merchandising business "Lakeshore Computer Center".	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Simulation Packet		# 1 Cluster Foundations Communication #3 Business Financial Management & Accounting Computational Skills Organizational Skills #4 Human Resources Compensation and Benefits Administration
Payroll Accounting	Students will learn to prepare payroll records to include: calculating gross earnings and net pay, deductions, registry, and terminology. Students will begin to prepare payroll and tax records.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 19		#3 Business Financial Management & Accounting Computational Skills #4 Human Resources Compensation and Benefits Administration
Payroll and Tax Records	Students will finish learning how to prepare payroll and tax records to include: cash payment journal, calculate employer's payroll taxes, journalizing, reports, and terminology. Students will begin mini-session of preparing and maintaining payroll records for merchandising business organized as a corporation.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 20		#3 Business Financial Management & Accounting Computational Skills #4 Human Resources Compensation and Benefits Administration

Course Objective	Student Outcomes	Time	Instructional Strategies	Assessment	Standards/ Benchmarks	National Skills Standards
Payroll Accounting	Students will finish mini-session of preparing and maintaining payroll records for merchandising business organized as a corporation.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet for mini-session		#3 Business Financial Management & Accounting Computational Skills
Accounting for Cash Funds	Students will learn to establish a change fund, to prove the cash in the cash register, record the entry to establish a petty cash fund, and record the journal entry to replenish the petty cash fund.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 21		#3 Business Financial Management & Accounting Computational Skills
Accounting for the Depreciation of Property and Equipment	Students will identify plant assets, depreciation of assets, determine book value of plant assets, and record adjusting entries in the general journal for depreciation.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 22		#3 Business Financial Management & Accounting Computational Skills
Accounting for Uncollectible Accounts Receivable	Students will learn the difference between the direct write-off method and the allowance method of accounting for uncollectible accounts. They will journalize the entry for estimated uncollectible accounts, write off an uncollectible account using the allowance method, and record the collection of a written-off account.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 23		#3 Business Financial Management & Accounting Computational Skills
Accounting for Inventories	Students will learn the importance of maintaining consistent inventory records. They will learn the difference between a periodic and perpetual inventory system. They will also be able to determine the cost of a merchandise inventory using methods such as: specific identification; first in, first out; last in, last out; and weighted average cost.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 24		#3 Business Financial Management & Accounting Computational Skills

Course Objective	Student Outcomes	Time	Instructional Strategies	Assessment	Standards/ Benchmarks	National Skills Standards
Accounting for Notes Payable and Receivable	Students will learn how promissory notes are used by businesses. They will determine the due date, interest expense, and maturity value of a promissory note. They will also be able to explain the difference between interest-bearing and non-interest-bearing notes. They will record journal entries for notes payable and notes receivable.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 25		#3 Business Financial Management & Accounting Computational Skills
London & Company Simulation Packet	Students will analyze, interpret, transcribe, and communicate accounting principles in order to complete a comprehensive accounting simulation using special journals and covering a closely held merchandising corporation - "London & Company".	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Simulation Packet		# 1 Cluster Foundations Communication #3 Business Financial Management & Accounting Computational Skills
Accounting for Partnerships	Students will learn the major characteristics, advantages, and disadvantages of the partnership form of business organization. They will journalize transactions involving partners' equity for a partnership. They will also prepare financial statements for a partnership.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 26		#3 Business Financial Management & Accounting Computational Skills
Accounting for Corporations	Students will learn the major characteristics, advantages, and disadvantages of the corporate form of business organizations. They will journalize transactions involving the issuance of stock and cash dividends. They will also prepare financial statements for a publicly held corporation.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 27		#3 Business Financial Management & Accounting Computational Skills Problem/Thinking Skills #5 Business Analysis Defining the goal

Course Objective	Student Outcomes	Time	Instructional Strategies	Assessment	Standards/ Benchmarks	National Skills Standards
Analyzing and Interpreting Financial Statements	Students will learn the qualitative characteristics and general accounting guidelines for accounting information. They will prepare a classified balance sheet and income statement, a horizontal and vertical analysis of financial statements, and calculate commonly used liquidity and profitability ratios.	1 week	Teacher and Student Directed Instruction Interactive CD ROM	Worksheet and Test on Chapter 28	ELA.1.1.HS.1	# 1 Cluster Foundations Communication Problem and Critical Thinking Skills Systems #3 Business Financial Management & Accounting Computational Skills
QuickBooks Pro	Students will explore this comprehensive microcomputer accounting. Students will develop knowledge and skills for accounting for service business, merchandising business, sole proprietorship, partnership, and payroll. In addition, recording transactions, preparing a multitude of reports, closing an accounting period, compiling charts and graphs.	Semester	Student Directed	CD ROM		# 1 Cluster Foundations Communication Information Technology Applications #3 Business Financial Management & Accounting Computational Skills Policies and Regulations
Career Exploration	Students will complete a Career Exploration unit. The unit will include: researching careers of their interest, preparing for and ending a job interview, preparing a cover letter, resume`, job application, and a thank you letter.	3 weeks	Teacher and Student Directed Instruction	Documentation of cover letter, resume`, job application, and thank you letter. Bridges	ELA.1.2.HS.1 TECH.6.6.HS.6	# 1 Cluster Foundations Communication Employability and Career Development

Accounting Overview

Accounting is the study of how businesses track their income and assets over time. Accountants engage in a wide variety of activities besides preparing financial statements and recording business transactions. These include computing costs and efficiency gains from new technologies, participating in strategies for mergers and acquisitions, quality management, developing and using information systems to track financial performance, tax strategy, and health care benefits management.

Much can be gained from a career in accounting. Perhaps most importantly, one will learn how business works. The field of accounting offers stimulating and challenging work that is constantly evolving. Because accountants spend a lot of time looking under the hoods of businesses they really learn how business works. It's no surprise that many successful players in business began their careers as accountants. It's also no surprise that most Chief Financial Officers (CFO) of large corporations have a background in accounting. An accountant is perfectly positioned to become a CFO because he or she probably has the best understanding of what drives business and profits in a company.

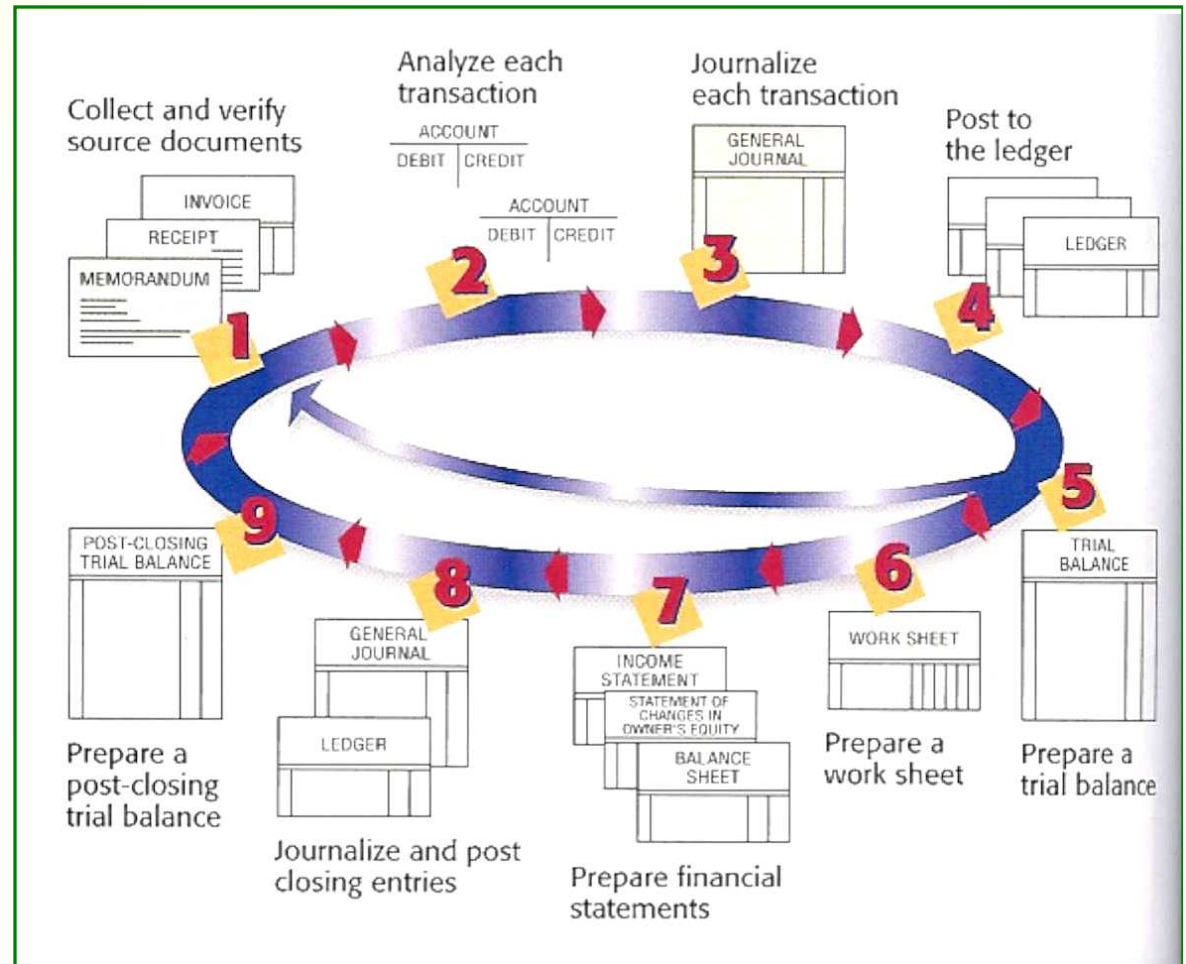
People start businesses every day. Typically they are focused on the product they plan to provide and on those who will buy their product. But, whether this business is a doughnut shop or a service business such as a car detailing shop, that business will require some form of accounting.

Accounting is the system that provides the reports and information needed to run a business. Yet it is a process larger than just crunching numbers. It is a tool that will help the business “account for” what that business has done, is doing, and hopes to do in the future. Accounting is also more than numbers. It includes databases of customers, suppliers, and employees. Information kept on these businesses and people helps a company keep track of its business and its plans for the future. Accounting is the big picture, the system that keeps track of data, records the history of business transactions, and provides reports – those all-important pictures of a company. Accounting also encompasses payroll, an area of particular concern since huge fines can accompany small mistakes. Of equal weight is the tax status of a company. The key to successful accounting is the establishment of a suitable accounting system and the reliable input of data. Recording the transactions and information is called **bookkeeping**, and it must be done regularly. A company won’t get a good picture of its condition if the paint (data) is stored in boxes in the basement.

To ensure a clear picture, a business will set up an organized, accounting system which is based upon the **accounting cycle**.

The Accounting Cycle

Accounting, like all other occupations, has its own vocabulary, as you can see from the diagram to the right. An accountant, employed by a business to keep track of its financial records, works through the steps of this cycle every accounting period (monthly, quarterly, annually). He/she would use special accounting forms which may be filled out manually or by using accounting software such as QuickBooks Pro to prepare the reports for the 9 steps of the cycle.



Banking Procedures

Besides preparing reports for the nine steps of the accounting cycle, accountants also keep track of the business's **banking procedures**, i.e., keep records of cash received and the deposit of this cash into the company checking account at their bank. This must be done to “protect” the cash because a paper trail is created to account for money deposited into and spent from a checking account. Without this paper trail it is too easy for loose cash to become “lost.”



METROBANK DEPOSIT SLIP
 METROPOLITAN BANK AND TRUST COMPANY

CURRENT ACCOUNT OTHERS PERS OTHERS
 SAVINGS ACCOUNT U.S. DOLLAR

ACCOUNT NUMBER: **0143014511459**

ACCOUNT NAME:

PLEASE USE ONE FORM FOR EACH CURRENCY TYPE OF DEPOSIT. IF YOU WANT TO USE A COPY, PLEASE USE THE CURRENCY FORM. THIS DEPOSIT IS ACCEPTED SUBJECT TO THE TERMS AND CONDITIONS CONTAINED IN THIS ACCOUNT.

CASH DEPOSIT FOR DEPOSITORS		
DENOMINATION	NO. OF PICES	AMOUNT
1,000	1	1,000
100	1	100
TOTAL CASH DEPOSIT		1,100

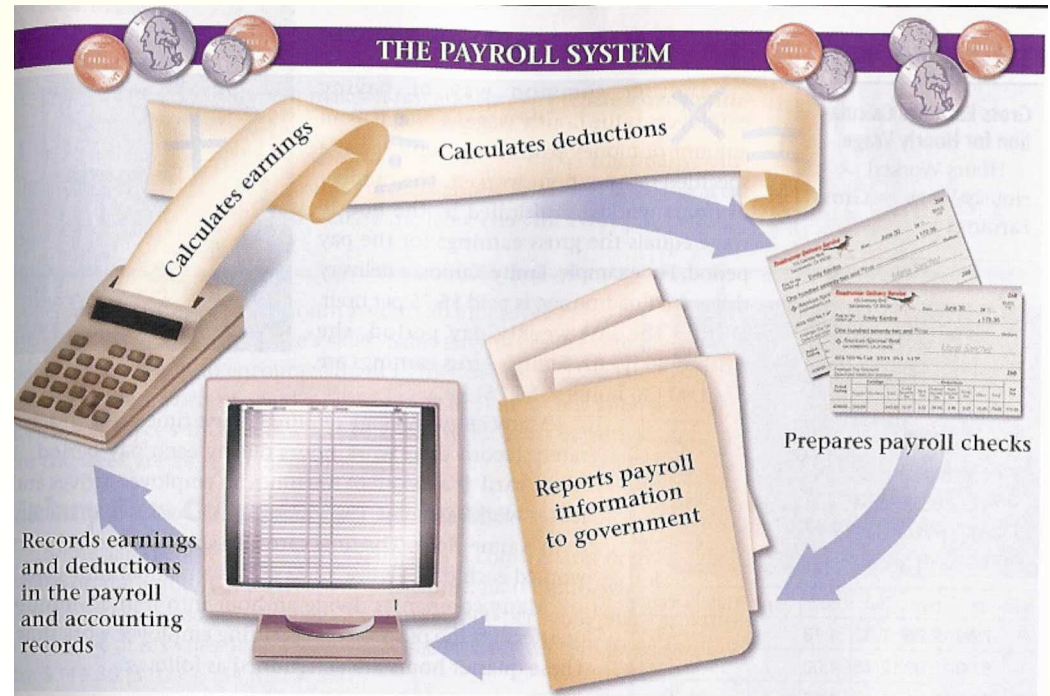
BANK CHECK CHECK NUMBER AMOUNT

SIGNATURE OF DEPOSITORS: *Raquel Sy* DATE: **8-15-2000**

CASH SUMMARY SLIP		
Date: 23 April 2xxx		
Denomination		Amount
Notes	100.00	2400.00
	50.00	450.00
	20.00	160.00
	10.00	80.00
	5.00	80.00
Total Notes:		3170.00
Coin	2.00	56.00
	1.00	24.00
	.50	14.50
	.20	8.60
	.10	2.20
	.05	1.25
Total Coin		106.55
TOTAL CASH		3276.55

Payroll Accounting

Accountants also set up and maintain a system to take care of paying a company's employees. Earnings are calculated, the many deductions (Federal and State taxes, Social Security, retirement plans, medical insurance, etc.) are figured, payroll checks are printed, reports are made for the government, and the payroll details are entered into the accounting records of the business.



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 Champaign, IL 65432 Email: payroll@ui.edu

Check Number: 9999999
 Pay Date: 05/04/99
 Pay Period: T2

Social Security Number: 123-45-6789

JOE STAFF
 1234 YOUR STREET
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	This Pay Period	YTD
Taxable Gross	828.01	11,395.06
Non-Taxable Gross	110.32	1,489.00
Gross Pay	\$938.33	\$12,884.06
Retirement	75.07	1,030.75
Fed. Withholding	86.95	1,187.80
State Withholding	24.84	341.82
Madison/RS WH	19.00	180.12
Total Other Ded.	56.63	736.25
Net Pay	\$681.75	\$9,407.30
Taxable Benefit	0.00	0.00

	This Period	Year to Date
HOSP/MED	29.00	377.00
DENTAL INS	6.25	81.25
AFSCME3700	10.76	139.88
UR PARKING	10.62	138.12
Total Other Ded.	\$56.63	\$736.25

PAY	HOURS	SVC HRS	VACATION	SICK LEAVE
REG	75.0	EARN 75.0	5.22	EARN 3.47
O/T	.0	YRS 14	.00	USED 2.50
TOT	75.0	HRS 467.0	48.25	BAL 11.62
				COMP BAL 13.49

NEW DEPENDENT AND MEDICAL CARE ASSISTANCE PLAN DEDUCTIONS START THIS PAY. NEW STATE RATES AND CONTRIBUTIONS START NEXT PAY.

Inventory

Another area that requires accurate records involves inventory. A company such as Target sells tens of thousands of different products from thousands of suppliers. It must keep accurate records on merchandise sold and merchandise still in stock. Studying inventory reports helps managers decide which items sell best in their particular markets.

