

AOF Principles of Accounting

Course Scope and Sequence

July 2015

Principles of Accounting provides students with an understanding of the critical accounting process and how it facilitates decision making by providing data and information to internal and external stakeholders. Students learn that accounting is an integral part of all business activities and that accounting plays an important role in the everyday accountability of a business as well as in high-stakes decision making and analysis. In addition, students learn how to apply technology to accounting by creating formulas and inputting data into spreadsheets.

Students apply the basic concepts of accounting to the culminating project, creating and running a real estate development business. Students play a modified version of the game Monopoly®¹ over the duration of the course and record their evolving financial positions on various financial statements, analyze their data, and assess their company's performance over time. They then prepare and give a presentation at an accounting fair for their peers, family, and members of the local business community.

Students also examine career opportunities and the professional certifications and designations earned by individuals in the accounting profession.

This course is expected to take a total of 75 50-minute class periods.

UNIT 1: GETTING STARTED

Lesson 1: Course Introduction

Estimated # of Class Periods: 2

Learning Objectives

- Infer the skills and knowledge about accounting needed to be successful in an authentic project
- Identify general accounting terms with which to build a taxonomy

Lesson 2: Business Forms and Types

Estimated # of Class Periods: 2

Learning Objectives

- Describe and provide examples of several business forms and types
- Compare and contrast the advantages of different business forms
- Identify appropriate forms and types for businesses in a variety of scenarios

Lesson 3: The Regulatory Environment

Estimated # of Class Periods: 2

Learning Objectives

¹ The Monopoly name and logo, as well as each of the distinctive elements of the board and playing pieces, are trademarks of Hasbro for its property trading game and game equipment. © Hasbro, all rights reserved.

- List the major policy-setting and enforcement bodies in accounting and describe their respective roles
- Explain how the various regulatory agencies influence each other as well as the world of accounting

UNIT 2: THE ACCOUNTING CYCLE

Lesson 4: The Accounting Cycle Begins

Estimated # of Class Periods: 10

Learning Objectives

- Describe the accounting cycle
- Demonstrate the ability to analyze and record financial events
- Explain the importance of journalizing
- Demonstrate the ability to journalize transactions

Lesson 5: General Ledger and Trial Balance

Estimated # of Class Periods: 6

Learning Objectives

- Demonstrate the ability to prepare a trial balance
- Display understanding of the methodology underlying account balancing
- Demonstrate the ability to locate posting errors in the general ledger
- Demonstrate the ability to balance accounts

Lesson 6: The Income Statement

Estimated # of Class Periods: 6

Learning Objectives

- Demonstrate the ability to prepare an income statement
- Display understanding of the steps necessary to prepare an income statement

Lesson 7: Statement of Changes in Owner's Equity

Estimated # of Class Periods: 4

Learning Objectives

- Demonstrate the ability to prepare a statement of changes in owner's equity
- Display understanding of the steps necessary to prepare a statement of changes in owner's equity

Lesson 8: The Balance Sheet

Estimated # of Class Periods: 5

Learning Objectives

- Describe the key characteristics of a balance sheet
- Demonstrate the ability to prepare a balance sheet
- Display understanding of the steps necessary to prepare a balance sheet

Lesson 9: The Accounting Cycle Closes

Estimated # of Class Periods: 6

Learning Objectives

- Describe what is meant by *closing the books* and explain why it is important
- Demonstrate the ability to close the books in a given scenario

UNIT 3: FINANCIAL STATEMENT ANALYSIS

Lesson 10: Income Statement and Analysis

Estimated # of Class Periods: 4

Learning Objectives

- Demonstrate the ability to compute return on sales (ROS) ratios
- Demonstrate the ability to analyze income statements using the ROS ratio and horizontal and vertical analyses

Lesson 11: Analysis of Statement of Changes in Owner's Equity

Estimated # of Class Periods: 2

Learning Objectives

- Demonstrate the ability to analyze SCOEs
- Identify the key differences between investments and net income

Lesson 12: Analysis of Balance Sheet

Estimated # of Class Periods: 3

Learning Objectives

- Demonstrate the ability to analyze a balance sheet
- Demonstrate the ability to compute a company's current ratio and level of working capital in a variety of given scenarios

Lesson 13: Using Financial Statements to Make Decisions

Estimated # of Class Periods: 3

Learning Objectives

- Identify issues relevant to specific decision makers in a given scenario and explain the corresponding rationales
- Demonstrate the ability to analyze financial statements
- Demonstrate the ability to write an effective business letter

UNIT 4: CONTROLS

Lesson 14: Internal Controls

Estimated # of Class Periods: 2

Learning Objectives

- Explain the importance of internal controls and list key accounting controls
- Identify internal controls in various scenarios

Lesson 15: External Controls

Estimated # of Class Periods: 5

Learning Objectives

- Compare and contrast internal and external controls
- Demonstrate the ability to analyze financial documents to find possible errors
- Demonstrate the ability to apply controls to companies in various scenarios
- Demonstrate the ability to present audits effectively orally and in writing

UNIT 5: CAREER DEVELOPMENT IN ACCOUNTING

Lesson 16: Working in the Industry

Estimated # of Class Periods: 2

Learning Objectives

- Compare and contrast various career opportunities in the field of accounting
- Describe jobs in the industry and corresponding qualifications and salaries
- Evaluate which jobs are most suitable for them based on their personal interests and skills

Lesson 17: Learning from Industry Experts

Estimated # of Class Periods: 4

Learning Objectives

AOF Principles of Accounting
Course Scope and Sequence

- Evaluate personal experience and qualifications for potential employment opportunities
- Display understanding of potential employment opportunities
- Develop a personal educational and career path in accounting
- Demonstrate the ability to create a profile for an appropriate college choice

Lesson 18: Project Presentation and Course Closure

Estimated # of Class Periods: 7

Learning Objectives

- Demonstrate the ability to present the results of a detailed accounting scenario
- Evaluate personal experience and performance in the course
- Monitor personal success in learning about accounting
- Summarize key learning across the whole subject of accounting