

Business Education Planned Course: Accounting I

- State Curriculum Standards:
- 1.1.11D Identify, describe, evaluate, and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
 - 1.1.11E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
 - 1.1.11F Understand the meaning of and apply key vocabulary across the various subject areas.
 - 1.2.11A Read and understand essential content of informational texts and documents in all academic areas. Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments, and points of view. Use teacher and student established criteria for making decisions and drawing conclusions.
 - 1.6.11D Contribute to discussions, and ask relevant, clarifying questions. Respond with relevant information or opinions to questions asked. Introduce relevant facilitating information, ideas, and opinions to enrich discussion. Paraphrase and summarize as needed.
 - 1.6.11E Participate in small and large group discussions and presentations.
 - 13.2.11C Analyze work habits needed to advance within a career.
 - 2.2.11 Develop and use computation concepts.
 - 2.2.11A Develop and use computation concepts, operations and procedures with real numbers in problem-solving situation.
 - 2.2.11D Describe and explain the amount of error that may exist in a computation using estimates.
 - 2.5.11C Presents mathematical procedures and results clearly, systematically, succinctly and correctly.
 - 2.2.11E Recognize that the degree of precision needed in calculating a number depends on how the results will be used and the instruments used to generate the measure.
 - 2.4.11E Demonstrate mathematical solutions to problems.
 - 2.5.11A Select and use appropriate mathematical concepts and techniques from different areas of mathematics and apply them to solving non-routine and multi-step problems.
 - 2.5.11D Conclude a solution process with a summary of results and evaluate the degree to which the results obtained represent an acceptable response to the initial problem and why the reasoning is valid.

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Unit: **Starting a Proprietorship (Chapter 1)**

Content Standard: **Identify terms and concepts, understand how transactions affect the accounting equations, and prepare a balance sheet.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms</p> <p>B. The Accounting Equation</p> <ul style="list-style-type: none"> Assets = Liabilities = Owner's Equity <p>C. Reporting Financial Information on Balance Sheet</p> <ul style="list-style-type: none"> Heading Assets Liabilities Owner's equity 	<ul style="list-style-type: none"> Define accounting terms related to related to starting a service business organized as a proprietorship and to changes that affect the accounting equation Identify accounting concepts and practices Classify accounts as assets, liabilities, or owner's equity and demonstrate their relationships in the accounting equation Analyze how transactions relate to starting a service business in an accounting equation Prepare a balance sheet from information in an accounting equation 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework

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Unit: **Debit/Credit (Chapter 2)**

Content Standard: **Analyzing transactions into debit and credit parts.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms</p> <p>B. Identify Accounting Practices Related to Analyzing Transactions into Debit and Create Parts</p> <p>C. Use T Accounts</p> <p>D. Transactions Affect Accounts</p> <ul style="list-style-type: none"> Investment by owner Payment of cash On account payments <p>E. Analyze How Transactions Affect Owner's Equity</p>	<ul style="list-style-type: none"> Define accounting terms related to purchases and cash payments Identify accounting concepts and practices Use T accounts to analyze transactions showing which accounts are debited or credited for each transaction Analyze how transactions to set up a business affect accounts Analyze how transactions affect owner's equity accounts 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework

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Unit: **Journalizing Transactions (Chapter 3)**

Content Standard: **Journalize transactions in a five-column journal.**

Course Content	Student Performance	Resources	Assessments
A. Identify, Understand, and Use Accounting Terms	<ul style="list-style-type: none"> Define accounting terms related to purchases and cash payments Identify accounting concepts and practices 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz
B. Journals, Source Documents, and Recording Entries in a 5 Column Journal	<ul style="list-style-type: none"> Record in a five-column journal transactions to set up a business 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies 	<ul style="list-style-type: none"> Drills Problems <ul style="list-style-type: none"> Manual Computerized
C. Buy Insurance, Buying on Account, and Paying on Account	<ul style="list-style-type: none"> Record in a five-column journal transactions to buy insurance for cash and supplies on account 	<ul style="list-style-type: none"> Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Homework
D. Transactions that Affect Owner's Equity and Receiving Cash on Account	<ul style="list-style-type: none"> Record in a five-column journal transactions that affect owner's equity and receiving cash on account 		
E. Prove and Rule a Journal	<ul style="list-style-type: none"> Prove and rule a five-column journal and prove cash 		

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Unit: **Posting to a General Ledger (Chapter 4)**

Content Standard: **Post individual amounts and columns totals from a journal.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting</p>	<ul style="list-style-type: none"> Define accounting terms related to purchases and cash payments Identify accounting concepts and practices related to posting from a journal to a general ledger 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework
<p>B. Prepare a Chart of Accounts</p> <ul style="list-style-type: none"> Assigning numbers Assigning titles 	<ul style="list-style-type: none"> .Prepare a chart of accounts for a service business organized as a proprietorship 	<ul style="list-style-type: none"> Accounting transparencies 	
<p>C. Posting From Journal</p>	<ul style="list-style-type: none"> Post separate amounts from a journal to a general ledger Post column totals from a journal to a general ledger 	<ul style="list-style-type: none"> Accounting computer program Special internet resources 	
<p>D. Correcting Entries</p>	<ul style="list-style-type: none"> Analyze and journalize correcting entries 		

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Unit: **Cash Control (Chapter 5)**

Content Standard: **Complete Accounting concepts and applications used for cash control.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms Related To Checking Account and Petty Cash Fund</p> <p>B. Identify Accounting Concepts and Practices Related to Using Checking Account</p> <p>C. Prepare Business Papers Related to Using Checking Account</p> <p>D. Reconciling Bank Statement</p> <ul style="list-style-type: none"> Outstanding checks Service charges <p>E. Establish and replenish a petty cash fund</p>	<ul style="list-style-type: none"> Define accounting terms related to purchases and cash payments Identify accounting concepts and practices Prepare business papers related to using a checking account Reconcile a bank statement Journalize dishonored checks and electronic banking transactions Establish and replenish a petty cash fund 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework Reinforcement activity

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Unit: **Worksheet for a Service Business (Chapter 6)**

Content Standard: **Preparation of an eight-column work sheet.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms for the Recording of Purchases and Cash Payments in Special Journals</p> <p>B. Work Sheet</p> <ul style="list-style-type: none"> • Heading • Trial balance • Adjustments • Income statement • Balance sheet • Net income/loss 	<ul style="list-style-type: none"> • Define accounting terms related to purchases and cash payments • Identify accounting concepts and practices • Prepare a heading and a trial balance on a worksheet • Plan adjustments for supplies and prepaid insurance • Complete a work sheet • Identify selected procedures for finding and correcting errors in accounting records 	<ul style="list-style-type: none"> • <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 • <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 • Accounting transparencies • Accounting computer program • Special internet resources 	<ul style="list-style-type: none"> • Test-concepts • Test-application • Oral quiz • Drills • Problems <ul style="list-style-type: none"> • Manual • Computerized • Homework

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Unit: **Financial Statements for a Proprietorship (Chapter 7)**

Content Standard: **Prepare an income statement and balance sheet.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use the Accounting Terms</p> <p>B. Prepare an Income Statement</p> <ul style="list-style-type: none"> Revenue Expenses Net income/loss Component percentage <p>C. Preparing a Balance Sheet</p> <ul style="list-style-type: none"> Assets Liabilities Owner's equity 	<ul style="list-style-type: none"> Define accounting terms related to purchases and cash payments Identify accounting concepts and practices Prepare an income statement and analyze an income statement using component percentages Prepare a balance sheet 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills on Problems <ul style="list-style-type: none"> Manual Computerized Homework

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Unit: **Record, Adjust and Close Entries for a Service Business (Chapter 8)**

Content Standard: **Journalizing and post adjusting and closing entries.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting</p> <p>B. Adjusting Entries</p> <ul style="list-style-type: none"> Journalizing Posting <p>C. Closing Entries</p> <ul style="list-style-type: none"> Journalizing Posting <p>D. Post-Closing Trial Balance</p>	<ul style="list-style-type: none"> Define accounting terms related to purchases and cash payments Identify accounting concepts and practices related to adjusting and closing entries Recording adjusting entries Recording closing entries Prepare a post-closing trial balance 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework Reinforcement activity Simulation

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Unit: **Journalizing Purchases and Cash Payments (Chapter 9)**

Content Standard: **Record and journalize purchases and expenses using special journals for a corporation.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms for Recording of Purchases and Cash Payments in Special Journals</p> <p>B. Purchases Journal Transactions</p> <p>C. Cash Payments Journal</p> <ul style="list-style-type: none"> Record expenses Record purchases Record petty cash Post transactions <p>D. General Journal</p> <ul style="list-style-type: none"> Record transactions Post transactions 	<ul style="list-style-type: none"> Define accounting terms related to purchases and cash payments for a merchandising business Identify accounting concepts and practices related to purchases and cash payments for a merchandising business Journalize purchases of merchandise using a purchases journal Journalize cash payments and cash discounts using a cash payments journal. Prepare a petty cash report and journalize the reimbursement of the petty cash fund. Total, prove, and rule a cash payment journal, start a new cash payments journal page. Journalize purchases returns and allowances and other transactions using a general journal 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework

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Unit: **Journalizing Sales and Cash Receipts Using Special Journals (Chapter 10)**

Content Standard: **Record and journalize sales and receipts of cash for a corporation**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms for the Recording of Sales and Cash Receipts for a Merchandising Business</p> <p>B. Sales Journal</p> <ul style="list-style-type: none"> Record sales on account Post transactions <p>C. Cash Receipts Journal</p> <ul style="list-style-type: none"> Record cash receipts Post transactions <p>D. General Journal</p> <ul style="list-style-type: none"> Record transactions Post transactions 	<ul style="list-style-type: none"> Define accounting terms related to sales and cash receipts for a merchandising business Identify accounting concepts and practices related to sales and cash receipts for a merchandising business Journalize sales on account using a sales journal Journalize cash receipts using a cash receipts journal Record sales returns and allowances using a general journal 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework

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Unit: **Posting to General and Subsidiary Ledgers (Chapter 11)**

Content Standard: **Post to and prove account balances in general, accounts payable, and accounts receivable ledgers.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms</p> <ul style="list-style-type: none"> Subsidiary Terms Controlling accounts Schedule of accounts payable Schedule of accounts receivable 	<ul style="list-style-type: none"> Define accounting terms related to posting to ledgers 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework
<p>B. Posting to General Ledger</p> <ul style="list-style-type: none"> Individual amounts Special column totals 	<ul style="list-style-type: none"> Identify accounting practices related to posting to ledgers. 	<ul style="list-style-type: none"> Accounting transparencies 	
<p>C. Accounts Payable Ledger</p> <ul style="list-style-type: none"> Opening a vendor account Posting debit amounts Posting credit amounts 	<ul style="list-style-type: none"> Post separate items from a purchases, cash payments, and general journal to an accounts payable ledger. 	<ul style="list-style-type: none"> Accounting computer program 	
<p>D. Accounts Receivable Ledger</p> <ul style="list-style-type: none"> Opening a customer account Posting debit amounts Posting credit amounts 	<ul style="list-style-type: none"> Post separate items from a sales, cash receipts, and general journal to an accounts receivable ledger 	<ul style="list-style-type: none"> Special internet resources 	
<p>E. Proving Accounts Payable and Accounts Receivable Ledgers</p>	<ul style="list-style-type: none"> Post separate items from a cash payments and general journal to a general ledger Post special journal column totals to a general ledger Journalize and post correcting entries affecting 		

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	customer accounts.		
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Unit: **Preparing Payroll Records (Chapter 12)**

Content Standard: **Prepare and verify payroll records for a merchandising business.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms</p> <ul style="list-style-type: none"> Payroll taxes Withholding allowances Payroll registers Pay period <p>B. Time Cards</p> <ul style="list-style-type: none"> Calculating hours Calculating earnings <p>C. Payroll Taxes</p> <ul style="list-style-type: none"> Federal income tax Social security tax Other taxes <p>D. Payroll Records and Payment</p> <ul style="list-style-type: none"> Payroll register Employee earnings record Payroll checks Electronic funds transfer 	<ul style="list-style-type: none"> Define accounting terms related to payroll records Identify accounting practices related to payroll records Complete a payroll time card Calculate payroll taxes Complete a payroll register and an employee earnings record Prepare payroll checks 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework

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Unit: **Payroll Accounting, Taxes and Reports (Chapter 13)**

Content Standard: **Record and pay employees and various taxes associated with a payroll.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms</p> <ul style="list-style-type: none"> Federal unemployment tax State unemployment tax 	<ul style="list-style-type: none"> Define accounting terms related to payroll accounting, taxes, and reports Identify accounting concepts and practices related to payroll accounting, taxes, and reports 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework
<p>B. Recording a Payroll</p> <ul style="list-style-type: none"> Analyzing payroll information Journalizing payroll payment 	<ul style="list-style-type: none"> Analyze payroll transactions and record a payroll 		
<p>C. Employer Payroll Deducts</p> <ul style="list-style-type: none"> Social security Federal unemployment State unemployment 	<ul style="list-style-type: none"> Record employer payroll taxes Prepare selected payroll tax reports 		
<p>D. Payment of Various Payroll Taxes</p> <ul style="list-style-type: none"> Employee income taxes Social security Unemployment taxes 	<ul style="list-style-type: none"> Pay and record withholding and payroll taxes 		

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Unit: **Distributing Dividends and Preparing a Work Sheet for a Merchandising Business (Chapter 14)**

Content Standard: **Preparation of a work sheet for a merchandising business organized as a corporation.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms for Dividend Distribution and Work Sheet Preparation for a Corporation</p> <p>B. Corporate Dividends Distribution</p> <ul style="list-style-type: none"> • Stockholder's equity accounts • Declaring dividend • Payment of dividend <p>C. Work Sheet for Corporations Adjustments</p> <ul style="list-style-type: none"> • Interest income • Uncollectible accounts expense • Merchandise inventory • Supplies • Prepaid insurance • Depreciation expense • Interest expense • Federal income tax expense 	<ul style="list-style-type: none"> • Define accounting terms related to distributing dividends for a merchandising business organized as a corporation. • Identify accounting concepts and practices • Journalize the declaration and payment of a dividend for a merchandising business organized as a corporation • Begin a work sheet for a merchandising business • Plan work sheet adjustments for merchandise inventory, supplies, prepaid expenses, uncollectible accounts, and depreciation • Calculate federal income tax, plan an adjustment for federal income tax expense, and complete a work sheet. 	<ul style="list-style-type: none"> • <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 • <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 • Accounting transparencies • Accounting computer program • Special internet resources 	<ul style="list-style-type: none"> • Test-concepts • Test-application • Oral quiz • Drills • Problems <ul style="list-style-type: none"> • Manual • Computerized • Homework

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	<ul style="list-style-type: none"> Complete a work sheet for a merchandising business 		
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Unit: **Financial Statements for a Corporation (Chapter 15)**

Content Standard: Prepare financial statements for a corporation.

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms for Corporation Financial Statements</p>	<ul style="list-style-type: none"> Define accounting terms related to financial statements for a merchandising business organized as a corporation. Identify accounting concepts and practices 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills on financial statements for a corporation
<p>B. Financial Statements</p> <ul style="list-style-type: none"> Income statement Statement of stockholder's equity Balance sheet 	<ul style="list-style-type: none"> Prepare an income statement for a merchandising business organized as a corporation. Analyze an income statement using component percentage and financial ratios. Prepare a statement of stockholders' equity for a merchandising business organized as a corporation. Prepare a balance sheet for a merchandising business as a corporation. 	<ul style="list-style-type: none"> Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Problems on financial statements for a corporation <ul style="list-style-type: none"> Manual Computerized Homework

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Unit: **Adjusting and Closing Entries for a Corporation (Chapter 16)**

Content Standard: **Plan, record, and post adjusting and closing entries for a merchandising business for a corporation.**

Course Content	Student Performance	Resources	Assessments
<p>A. Identify, Understand, and Use Accounting Terms for Adjusting and Closing Entries for Corporation</p> <p>B. Closing Entries</p> <p>C. Post-Closing Trial Balance</p>	<ul style="list-style-type: none"> Define accounting terms related adjusting and closing entries for a merchandising business organized as a corporation. Record adjusting entries. Record closing entries for income statement accounts. Record closing entry for dividends Prepare a post-closing trial balance 	<ul style="list-style-type: none"> <u>Century 21 Accounting: A Multicolumn Journal Approach</u> (South-Western Publishing) 2009 <u>Century 21 Accounting: A Multicolumn Journal Approach Working Papers</u> (South-Western Publishing) 2009 Accounting transparencies Accounting computer program Special internet resources 	<ul style="list-style-type: none"> Test-concepts Test-application Oral quiz Drills Problems <ul style="list-style-type: none"> Manual Computerized Homework Reinforcement activity

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