

Kingsway Regional School District



Committed to Excellence

Course Name: Accounting with QuickBooks	
Prerequisite(s): N/A	Grade Level(s): 10,11,12
Department: Business Department	Credits: 2.5
BOE Adoption Date: October 2021	Revisions:

Course Description and Outcomes

Accounting with QuickBooks will provide students with an understanding of basic accounting concepts as they relate to accounting software. Students will learn to navigate QuickBooks Online and will practice necessary skills that will translate to the workplace. After successfully completing this course, students will have taken the first step in preparation towards getting a QuickBooks certification or pursuing a career in Accounting.

Proficiencies and Pacing Guide:

Course Title: Accounting with QuickBooks

Unit Title:	Months & Number of Weeks	Relevant Content Standards	Learning Goals:	Learning Objectives (Identify the DOK Level):
<p>Unit 1: Intro to QuickBooks Online</p>	<p>4 Weeks (September, February)</p>	<p>9.3.12.FN-ACT.1 9.3.12.FN-ACT.2 9.3.12.FN-ACT.3</p>	<ul style="list-style-type: none"> • Utilize accounting tools, strategies and systems to plan, monitor, manage and maintain the use of financial resources. • Process, evaluate and disseminate financial information to assist business decision making. • Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop an accounting career. 	<ul style="list-style-type: none"> • Test drive QuickBooks online accessing various tools and transactions forms including the search feature(2) • Recognize various account types and details (1) • Create, edit, and delete accounts (3) • Create and modify reports (4) • Set up new and existing companies (new to QuickBooks) (3) • Customize Settings (3) • Import Data (2) • Set up Credit Terms (2) • Record transactions (2) • Create and modify sales and receivables reports (3)
<p>Unit 2: Purchasing, Sales, and End of Period Activity</p>	<p>8 Weeks (October-November, March-April)</p>	<p>9.3.12.FN-ACT.1 9.3.12.FN-ACT.2 9.3.12.FN-ACT.3</p>	<ul style="list-style-type: none"> • Utilize accounting tools, strategies and systems to plan, monitor, manage and maintain the use of financial resources. • Process, evaluate and disseminate financial information to assist business decision making. • Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop an accounting career. 	<ul style="list-style-type: none"> • Add and edit vendors (2) • Record purchases (2) • Record payments (2) • Create and modify purchase, inventory, and payables reports (3) • Complete 1099 reports (3) • Manage inventory (4) • Reconcile accounts (3) • Make adjustments and find errors (4)

Unit Title:	Months & Number of Weeks	Relevant Content Standards	Learning Goals:	Learning Objectives (Identify the DOK Level):
Unit 3: Beyond the Basics	7 Weeks (December-January, May-June)	9.3.12.FN-ACT.1 9.3.12.FN-ACT.2 9.3.12.FN-ACT.3	<ul style="list-style-type: none"> • Utilize accounting tools, strategies and systems to plan, monitor, manage and maintain the use of financial resources. • Process, evaluate and disseminate financial information to assist business decision making. • Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop an accounting career. 	<ul style="list-style-type: none"> • Set up budgets (3) • Prepare budget reports (3) • Create reversing entries (2) • Create recurring transactions (2) • Create estimates and invoices (3) • Create customized reports (3) • Export reports to Excel (2) • Activate and utilize the payroll features (3) • Explain how QuickBooks interacts with Big Data (4)

Unit Title: Intro to QuickBooks Online	Unit Length Months/Weeks: 4 Weeks
Unit Description: Students will test drive QuickBooks Online, set up their own accounts, and learn to navigate the fundamental tools of the program.	
<i>To ensure the needs of all learners (including, but not limited to, special education, 504, ELL, & advanced learners) are met when delivering instruction and assessing students, please refer to the District approved Instructional & Assessment Supports: Accommodations/Modifications Reference Sheet. These must be used in the planning and delivery of instruction. Specific student learning activities, differentiated instructional techniques, and accommodations/modifications are noted in Schoology.</i>	

Learning Goals & (Primary Content Standards):	Learning Objectives (Identify the DOK Level):
<ul style="list-style-type: none"> 9.3.12.FN-ACT.1 Utilize accounting tools, strategies and systems to plan, monitor, manage and maintain the use of financial resources. 9.3.12.FN-ACT.2 Process, evaluate and disseminate financial information to assist business decision making. 9.3.12.FN-ACT.3 Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop an accounting career. 	<ul style="list-style-type: none"> Test drive QuickBooks online accessing various tools and transactions forms including the search feature(2) Recognize various account types and details (1) Create, edit, and delete accounts (3) Create and modify reports (4) Set up new and existing companies (new to QuickBooks) (3) Customize Settings (3) Import Data (2) Set up Credit Terms (2) Record transactions (2) Create and modify sales and receivables reports (3)

Essential Questions: <i>(higher level questions that need to be considered/answers; are open and broad)</i>	Enduring Understandings: <i>(general/transferrable ideas to other contexts)</i>
<ul style="list-style-type: none"> How will learning QuickBooks help me reach my future goals? What can I do now that I did not know how to do before this unit? How does my previous knowledge of accounting assist me in navigating QuickBooks? 	<i>Students will understand that...</i> <ul style="list-style-type: none"> QuickBooks is a financial tool that is used to keep accounting records. There are several different types of accounts and reports that can be created using QuickBooks. Data can be easily transferred between Excel and QuickBooks

Secondary Assessments (Formative)	Primary Assessments (Summative)
<ul style="list-style-type: none"> QuickBooks Exercises Multiple Choice Questions 	QuickBooks Assessments

Interdisciplinary Connections: [CORE AREA CONNECTIONS](#)

Gather relevant information from multiple print and digital sources; assess the credibility and accuracy of each source.
Draw evidence from informational texts to support analysis, reflection, and research.
Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.

Career Ready Practices: [Note applicable CRPs used within the unit.](#)

1 – 12

Career Readiness, Life Literacies, & Key Skills (21st Century Themes & Skills): [Note applicable 2020 NJ standards 9.1, 9.2, 9.3, or 9.4 within the unit.](#)

- 9.2.12.CAP.2
- 9.4.12.CI.2
- 9.4.12.CI.3
- 9.4.12.CT.1
- 9.4.12.CT.2
- 9.4.12.DC.3
- 9.4.12.DC.6
- 9.4.12.IML.1
- 9.4.12.IML.2
- 9.4.12.IML.8
- 9.4.12.TL.1

Integration of Technology: [Note applicable 2020 standards 8.1 & 8.2 used within the unit.](#)

- 8.1.12.IC.1
- 8.1.12.IC.2
- 8.1.12.IC.3
- 8.1.12.DA.1
- 8.1.12.DA.5
- 8.1.12.DA.6

Course/Unit Resources:

QuickBooks Online
Computerized Accounting with QuickBooks Online Textbook Chapters 1-3

Unit Title: Purchasing, Sales, and End of Period Activity	Unit Length Months/Weeks: 8 Weeks
Unit Description: Students will use QuickBooks Online to complete transactions related to purchasing, sales and end of period activity for both a merchandising and service company.	
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Learning Goals & (Primary Content Standards):	Learning Objectives (Identify the DOK Level):
<ul style="list-style-type: none"> 9.3.12.FN-ACT.1 Utilize accounting tools, strategies and systems to plan, monitor, manage and maintain the use of financial resources. 9.3.12.FN-ACT.2 Process, evaluate and disseminate financial information to assist business decision making. 9.3.12.FN-ACT.3 Utilize career-planning concepts, tools and strategies to explore, obtain and/or develop an accounting career. 	<ul style="list-style-type: none"> Add and edit vendors (2) Record purchases (2) Record payments (2) Create and modify purchase, inventory, and payables reports (3) Complete 1099 reports (3) Manage inventory (4) Reconcile accounts (3) Make adjustments and find errors (4)

Essential Questions: <i>(higher level questions that need to be considered/answers; are open and broad)</i>	Enduring Understandings: <i>(general/transferable ideas to other contexts)</i>
<ul style="list-style-type: none"> What is the difference between a merchandising and service business? Why is it important to keep accurate inventory data? Why are year-end reports important? 	<ul style="list-style-type: none"> A merchandising business purchases and sells items to customers A service business offers a service to customers and does not keep inventory Closing financial records at the end of each year helps companies avoid costly mistakes and identify errors or misuse of funds

Secondary Assessments (Formative)	Primary Assessments (Summative)
<ul style="list-style-type: none"> Internet Research - Webquests Multiple Choice Questions QuickBooks Activities 	<ul style="list-style-type: none"> QuickBooks Assessment

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- 9.4.12.CT.1
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- 8.1.12.DA.1
- 8.1.12.DA.5
- 8.1.12.DA.6

Course/Unit Resources:

QuickBooks Online
Computerized Accounting with QuickBooks Chapters 4-8

Unit Title: Beyond the Basics	Unit Length Months/Weeks: 7 Weeks
Unit Description: Students will learn about the more advanced features offered by QuickBooks such as payroll services, customized reports, and export capabilities.	
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Essential Questions: <i>(higher level questions that need to be considered/answers; are open and broad)</i>	Enduring Understandings: <i>(general/transferable ideas to other contexts)</i>
<ul style="list-style-type: none"> Why would one need to create a reversing entry? What are the benefits of setting up budgets in QuickBooks? Why is it important to be able to customize reports? What are the ethical implications of QuickBooks' association with big data? 	<p><i>Students will understand that...</i></p> <ul style="list-style-type: none"> It is necessary to identify and correct accounting errors in QuickBooks. QuickBooks Online processes and shares customer data in order to integrate applications that may be useful to customers. Payroll is an added feature that can be useful when using QuickBooks.

Secondary Assessments (Formative)	Primary Assessments (Summative)
<ul style="list-style-type: none"> Multiple Choice Questions QuickBooks applications 	<ul style="list-style-type: none"> QuickBooks Assessment Closing Essay on Data

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- 8.1.12.DA.6

Course/Unit Resources:

QuickBooks Online
Computerized Accounting with QuickBooks Chapters 9-13