

Colorado BMEF CTE Course – Scope and Sequence

Course Name	Fundamentals of Accounting	Course Details	Credits = .5 (Semester) or 1.0 (Year) Level 2		
		Course = 0.50 Carnegie Unit Credit			
Course Description	Introduces accounting fundamentals with emphasis on the procedures and practices used in business organizations. Major topics include the accounting cycle for service and merchandising companies, including end-of-period reporting.				
Note	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all competencies are covered. Course aligns to the community college CCNS (ACC1001) competencies.				
SCED Identification # 12055		Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, remediation, or other content topics.			
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at https://www.cde.state.co.us/standardsandinstruction/essentialskills					
Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Performance Indicator	Outcome / Measurement	CTSO Integration
Accounting Terminology	Course	Standard: Understands tools, strategies, and systems used to maintain, monitor, control, and plan the use of financial resources	Explain the various types of accounts, the rules of debit and credit, and cash versus accrual basis of accounting	Outcome: Students will have a working knowledge of accounting vocabulary. They will be able to accurately define or use accounting terminology to decode questions, answer multiple choice or short answer vocabulary test questions Measurement: Case studies and vocabulary test.	FBLA: Accounting I, Accounting II DECA: Accounting Applications, Business Finance, Financial Team Decision Making, Personal Financial Literacy
			Analyze transactions in relationship to the accounting equation	Outcome: Students are able to accurately classify accounts by assets, liabilities, and owners' equity.	FBLA: Accounting I, Accounting II DECA:

				Students can accurately complete T charts for daily, monthly, quarterly, and yearly transactions. Measurements: Tests or simulations	Accounting Applications
Accounting cycle for a service business		Classify, record, and summarize data to produce needed financial information.	Prepare transactions for service businesses in an accounting system	Outcome: Students can accurately identify and classify accounts by assets, liabilities, and owner's equity for a service business. Students are able to correctly record and journalize daily business transactions in either single or multi column journals. Measurements: Tests or simulations	FBLA: Accounting I, Accounting II, Banking & Financial Systems, Business Plan, Intro to Business DECA: Accounting Applications, Business Finance, Financial Team Decision Making, Personal Financial Literacy
			Complete end-of-period work including preparing adjusting entries, financial statements, and closing entries	Outcome: Students will be able to identify financial statements, what information they convey, and how they are used in business. Students will be able to make appropriate adjusting and closing entries as well as balance end of period accounts. Measurement: Multiple choice test, simulation completion or case study	FBLA: Accounting I, Accounting II, Entrepreneurship, Management Decision Making, Business Financial Plan, Business Plan DECA: Accounting Applications, Business Finance, Financial Team Decision Making, Personal Financial Literacy

			Describe the advantages and disadvantages of using a computerized versus a manual accounting system		
Accounting for Cash			Analyze cash transactions	Outcome: Students will be able to analyze and record business cash transactions into correct accounts using debit and credit entries. Measurements: Multiple choice test, simulation or hands on activity	FBLA: Accounting I, Accounting II DECA: Accounting Applications, Business Finance, Financial Team Decision Making, Personal Financial Literacy
			Prepare bank reconciliations	Outcome: Students will be able to successfully reconcile a bank statement and checking/savings account for a specific period of time. Students will be able to make adjusting entries for ECH transfers, NSF check and bank fees. Measurement: Simulation, multiple choice test.	
			Describe effective internal control procedures	Outcome: Students will be able to articulate effective internal control procedures, and reasons for controls. Measurement: Case Study, Short answer or	

				multiple- choice question test	
The accounting cycle for a merchandising business		Perform accounting functions specific to a corporation to classify, record, and summarize corporate data.	Prepare transactions for a merchandising business in an accounting system	Outcome: Students can accurately identify and classify accounts by assets, liabilities, and owner's equity for a merchandising business. Students are able to correctly record and journalize daily business transactions in either single or multi column journals. Measurements: Tests or simulations	FBLA: Accounting I, Accounting II DECA: Accounting Applications, Business Finance, Financial Team Decision Making, Personal Financial Literacy
Payroll		Calculate earnings at an hourly rate, salary, and commission basis. Calculate deductions including federal income tax, Social Security tax, Medicare tax, state income tax and other deductions to determine net pay.	Define accounting terms related to payroll. Calculate hourly timecards. Calculate payroll taxes.	Outcome: Students will be able to complete payroll including hours worked, overtime, tax and special withholding. Students will be able to write payroll checks, journalize transactions and finalize payroll procedures. Measurement: Simulation, multiple choice test.	FBLA: Intro to Financial Calculations, Business Calculations
Labor Laws		Describe human resource functions and their importance to an organization's successful operation. Analyze the role and importance of agency law, and employment law as they relate to the conduct of business in the national and international marketplaces.		Outcome: Students will be able to recognize issues pertaining to labor laws and suggest possible ethical and legal solutions. Measurements: Case Studies, short answer essays or exams.	FBLA: Business Law, Intro to Business, Economics DECA: Human Resources



Academic Standards Alignment

Colorado CTE courses are required to integrate academic and essential skills into course content. The following academic standards have been identified as aligned to this course and should be integrated throughout instruction.

[CO CTE Academic Standards Resources](#) (Rubrics, integration strategies, etc)

[CDE Colorado Academic Standards Online](#) (Online standards lookup tool)

Reading, Writing, & Communicating

Standard 1: Oral Expression and Listening

- **Prepared Graduate 1:** Collaborate effectively as group members or leaders who listen actively and respectfully; pose thoughtful questions, acknowledge the ideas of others; and contribute ideas to further the group's attainment of an objective.

Standard 2: Reading for All Purposes

- **Prepared Graduate 4:** Read a wide range of informational texts to build knowledge and to better understand the human experience.
- **Prepared Graduate 5:** Understand how language functions in different contexts, command a variety of word-learning strategies to assist comprehension, and make effective choices for meaning or style when writing and speaking.

Standard 3: Writing and Composition

- **Prepared Graduate 7:** Craft informational/explanatory texts using techniques specific to the genre.

Standard 4: Research Inquiry and Design

- **Prepared Graduate 10:** Gather information from a variety of sources; analyze and evaluate its quality and relevance; and use it ethically to answer complex questions.

Note: Mathematics and Science standards will be added in the future. Visit the [Colorado Academic Standards](#) page for the most current version.