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| **Teacher:** Lily Trinh  **Subject Area: Accounting**  **Grade Level:** Grade 12  **Unit Title:** Simply Accounting: Chapter 3 – Missoni Marbleworks  **Duration:** 4 classes (each class: 80 minutes) | **Unit Objectives (Knowledge, Skills, Processes)**  **Students will be able to:**   * learn how to sue Simply Accounting software * access, save, print data files * complete and edit journal entries and adjustments * generate financial statements * generate graphs to help visually explain reports |
| **Big Ideas (Major Concepts or understandings)**   * Entering, reviewing, and editing the general journal: Students enter and adjust transactions * Displaying general reports: Students display reports such as trial balances, income statements, balance sheets, chart of accounts, and accounts list * Graphing general reports: Students create graphs that show financial information about a company | |
| **Rationale:**  Students will be able to use an accounting software to complete accounting related activities. Using Simply Accounting will allow students to practice using accounting software in a setting similar to a work setting. | |

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| **Class** | **Date** | **Topic** | **Format** |
| **1** | Tues, Feb 2 | Introduction and Simply Accounting/Missoni Marbleworks overview | Lesson |
| **2** | Thurs, Feb 4 | Complete to the end of April 14 session | Lesson |
| **3** | Wed, Feb 10 | Complete to the end of April 30 session | Lesson |
| **4** | Fri, Feb 12 | Complete lesson and print | Lesson |

**Unit Plan Overview**

**Sequenced Learning Activities/ Instruction:**

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| Topic | Lesson No. | PLOs and SWBAT | Methods (Activities, Strategies, Etc.) | Materials/ Resources | Assessment & Evaluation |
| Chapter 3: Missoni Marbleworks/  Introduction to Simply Accounting  &  Brief introduction / review of expectations and rules | **1** | PLO:   * Classify and record information into general, payroll, accounts receivable, and accounts payable ledgers using manual and computerized accounting procedures * Summarize information from ledgers into reports for analysis, both manually and electronically   SWBAT:   * Open, access, and save Simply Accounting cases easily (H drive) * Enter, edit, and review transactions in the General Journal | Introduction:   * Begin with a short introduction of myself, that I will be teaching the course for the next 5 weeks, and do a brief review of rules and classroom expectations * I’ll place numbered envelop randomly in the class. Each envelope has specific topics for the students to read and talk about. (8-10 minutes)   Hook:   * Pass out some of my own cassettes, VCR tapes, and old cell phones * Play a “kids react to old computers” video * https://www.youtube.com/watch?v=PF7EpEnglgk * After video, ask if any of the students know the name of the old technology items, or where they have seen it * Explain that technology and methodology is always changing. With the start of this unit with Simply Accounting software, they will have a hands on experience of what they will do if they get hired in a company to work in Accounting or Finance departments * Also to utilize their skills they have accumulated so far with technology   Lesson:   * Show of hands to see who already know of Simply Accounting (some students already know it through work experience/PT job) * Hand out books (?) * Explain that we will try to go over 3 chapters within 5 weeks (might just finish 2 and start on the 3rd) * Explain each chapter uses different companies as examples. Think of them as real life case study, and each new company asks you to utilize more accounting knowledge than the last   Introduce and give overview of Simply Accounting   * Have students turn on the computer and open Simply Accounting 🡪While the computers are turning on, have the students look at the projector for the some of the rules for Simply Accounting * WB Page 10-12: Have students turn to page 10 so they can refer to the classic or enhanced view and all its icons * Go over date format and using the TAB button (may be faster) * WB Page 19: Saving and backing up work. * Have students open Simply Accounting and play around with some of the options🡪when ALL the students’ computers are on and they are ready, introduce Chapter 3 Missoni Marbleworks (WB p.30)   Missoni Marbleworks:   * Show on the teacher’s computer the steps to access Missoni Marbleworks 🡪Copy files from H drive onto the desktop first, remind them to save back into the H drive at the end of class!   (Write steps on the board)   * Introduce the company, go over chart of postable accounts, trial balance * Go over Chapter 3/Missoni Marbleworks objectives * P. 32: Source documents 🡪 go over the meaning of session date and the check mark next to some of the steps * Time permitting: Teacher go over the first transaction, and student follows * Allow time for students to save their work in H drive   Closure:   * Review opening and saving procedure * Remind them to come to class on time to turn on the computer and bring their workbook * Ask if students have any questions and tell them that we will continue working on Missoni Marbleworks next class. | * Envelopes * Student Computers * Simply Accounting workbook * Simply Accounting software * Teacher computer and projector | * Assess previous knowledge and participation in classroom rules and expectations * Assess previous Accounting knowledge through discussion in class * Observe level of interest in Hook * Observe individual and group interaction throughout the class for understanding |
| Chapter 3: Missoni Marbleworks | **2** | PLO:   * Classify and record information into general, payroll, accounts receivable, and accounts payable ledgers using manual and computerized accounting procedures * Summarize information from ledgers into reports for analysis, both manually and electronically   SWBAT:   * Use Simply Accounting to enter general journal transactions for various accounts * Check the trial balance if it balances | Hook:   * Making marble sinks! * <https://www.youtube.com/watch?v=yRM7OL42PxU> * Continue working on Missoni for the at least the next 3 classes (pages 32-36)   Lesson:   * Refer students the steps to access Missoni Marbleworks (copy from H drive) * Show the first steps from April 7 session date on the projector. 🡪Show students that boxes with a checkmark have the keystrokes on the page number below the box * Have students follow along with the first and second journal entry. * For the third journal entry, elicit responses on the steps and work with the students together * Complete the next few transactions on the same session together, eliciting responses when needed * At the end of April 7’s session, show students to perform a trial balance🡪 show how to advance the session date   🡪Every time the session date changes, students need to check the trial balance to check if it balances.  In class work:  Have students work independently or with people in their groups/seat partners to complete all of April 14 session (or it will be homework)  Closure:   * Next class, Sessions April 21 & April 28 * Ask students what needs to be done every time the session date changes🡪check trial balance | * Student Computers * Simply Accounting workbook * Simply Accounting software * Teacher computer and projector | * Observe students throughout the class to check for understanding |
| Chapter 3: Missoni Marbleworks | **3** | PLO:   * Classify and record information into general, payroll, accounts receivable, and accounts payable ledgers using manual and computerized accounting procedures * Summarize information from ledgers into reports for analysis, both manually and electronically   SWBAT:   * Use Simply Accounting to enter general journal transactions for various accounts * Adjust posted journal entries * Check the trial balance if it balances | Hook:  https://accountingjokes.files.wordpress.com/2012/11/meme-trial-balance.jpg   * Continue working on Missoni Marbleworks * Remind students to check trial balance every time the session date changes * Have to hand in trial balance today   Lesson   * Have students finish transactions to the end of April 30. * Work on the first journal entry on April 21st session * Elicit responses when asked on how to create a trial balance to check if it balances * Go over the steps to print the trial balance 🡪 Write steps on the board * Instruct students they need to finish to the end of April 30 (or at least April 28) and print out the trial balance   Closure:   * Next class: complete April 30 session for students who haven’t complete that yet * Next class: create graphs and reports * Will hand back trial balance | * Student Computers * Simply Accounting workbook * Simply Accounting software * Teacher computer and projector | * Observe students throughout the class to check for understanding |
| Chapter 3: Missoni Marbleworks | **4** | PLO:   * Classify and record information into general, payroll, accounts receivable, and accounts payable ledgers using manual and computerized accounting procedures * Summarize information from ledgers into reports for analysis, both manually and electronically   SWBAT:   * Use Simply Accounting to enter general journal transactions for various accounts * Display the balance sheet, income statement, chart of accounts, and account list * Graph Expenses and Net Profit as % of Revenue, Revenues by Account, Expenses by Account | Introduction:   * Finish working on Missoni Marbleworks. * We will learn the steps to display and print all the graphs today * Hand back trial balances, give general feedback to the class   Lesson:   * Students can work independently or in groups to finish any outstanding journal entries * Students will have time to finish any outstanding journal entries * When most students are finished, I will go over the steps to display balance sheet, income statement, chart of accounts, and account list * Create graphs for expenses and net profit as % of Revenue, Revenues by Account, Expenses by Account * Have a class discussion about the reports and why companies use them🡪what information do they tell about a company? What position is the company in?   Closure:   * We’re done with the first chapter of Simply Accounting! * Any thoughts or feelings? * What did we learn to do? * What part did you find the hardest or easiest? * Should schools just teach accounting with Simply Accounting in the future?   *Next class: Chai Tea Room* | * Student Computers * Simply Accounting workbook * Simply Accounting software * Teacher computer and projector | * Observe students throughout the class to check for understanding * Observe student’s willingness to share thoughts in smaller groups and wit the class |
| Chapter 5: Chai Tea Room | **5** |  |  |  |  |
|  | **6** |  |  |  |  |