

BUSINESS EDUCATION 11 AND 12
ACCOUNTING 11 AND 12
GRADE COLLECTIONS

Overview of Comprehensive Resources

Accounting 1, Fifth Edition
 (Grades 11,12)

This resource package consists of a hardcover student text and a softcover annotated teacher's edition. Optional ancillary components include a student workbook, a teacher's key of answers to accompany the student workbook and a three-hole punched set of supplementary resources. A computerized test bank and user's manual for both Macintosh and MS-DOS have not been evaluated.

The student text includes case studies, career profiles and computer-based problems. Accounting procedures up to and including completion of the accounting cycle are followed by units on subsidiary ledger accounting, accounting for a merchandising business, specialized journals, introducing computer accounting with ACCPAC Simply Accounting, cash control and banking, analyzing financial statements and payroll accounting.

The annotated teacher's edition provides teaching notes.

The student workbook supplies all the business papers and accounting forms required to complete the exercises in the student text. The teacher's key supplies worked-out solutions for all exercises, answers for all review questions and comments on the case studies. The supplementary resources package includes blackline masters, chapter tests, an appendix on teaching about computers in accounting and additional exercises and cases.

Principles of Accounting, Second Edition
 (Grades 11,12)

This resource, consisting of a student text and a teacher's manual with Windows disks, provides an introductory, in-depth presentation of GAAP -Generally Accepted Accounting Principles. Optional additional components include a softcover student study guide and working papers and a teacher's edition of the study guide.

The student text consists of 14 chapters subdivided into 33 teaching or instruction units that are cross-referenced by number to the student's study guide in order to encourage and facilitate individualized learning. Chapter format is as follows: an exposition of theory and concepts; a summary of Generally Accepted Accounting Principles and concepts; a summary of learning objectives; exercises that review the student's understanding of the material; computer accounting activities and assignments; case studies; and career profiles and educational activities.

The teacher's manual includes teaching notes (including computer materials), blackline masters for transparencies including accounting forms, case study solutions, supplementary exercises, project answers, review sheets and answers. Two computer disks provide spreadsheet exercises and CA Simply Accounting exercises for student use.

The study guide contains instructions for step-by-step coverage of the entire course. The teacher's edition to the study guide provides the answers to the material in the student guide and is suitable for duplication or for the preparation of overhead transparencies. All exam items are provided on the test disk, which has been formatted using Replica for Windows.