

K to 12 BASIC EDUCATION CURRICULUM
SENIOR HIGH SCHOOL – ACCOUNTANCY, BUSINESS AND MANAGEMENT (ABM) SPECIALIZED SUBJECT

Grade: 12
Semester: 1st Semester, 1st Quarter

Course Title: Fundamentals of Accountancy, Business and Management 2
No. of Hours/ Semester: 80 hours/ semester
Prerequisite: Fundamentals of Accountancy, Business and Management 1

Course Description: The course deals with the preparation and analysis of financial statements of a service business and merchandising business using horizontal and vertical analyses and financial ratios. Knowledge and skills in the analysis of financial statements will aid the future entrepreneurs in making sound economic decisions.

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARDS	LEARNING COMPETENCIES	CODE
1. Statement of Financial Position (SFP)	<i>The learners demonstrate an understanding of...</i> account titles under the assets, liabilities, and capital accounts of the Statement of Financial Position, namely, cash, receivables, inventories, prepaid expenses, property, plant and equipment, payables, accrued expenses, unearned income, long-term liabilities and capital that will equip him / her in the preparation of the SFP using the report form and account form	<i>The learners shall be able to...</i> solve exercises and problems that require preparation of an SFP for a single proprietorship with proper classification of accounts as current and noncurrent using the report form and the account form	<i>The learners...</i> 1. identify the elements of the SFP and describe each of them	ABM_FABM12-Ia-b-1
			2. classify the elements of the SFP into current and noncurrent items	ABM_FABM12-Ia-b-2
			3. prepare the SFP of a single proprietorship	ABM_FABM12-Ia-b-3
			4. prepare an SFP using the report form and the account form with proper classification of items as current and noncurrent	ABM_FABM12-Ia-b-4
2. Statement of Comprehensive Income (SCI)	the service income and operating expenses of a service business as well as sales, contra sales, purchases, contra purchase accounts, cost of goods sold and general administrative and selling expenses of a merchandising business that will equip him / her in the preparation of the SCI for both service and merchandising businesses	solve exercises and problems that require preparation of SCI for a service business and a merchandising business	1. identify the elements of the SCI and describe each of these items for a service business and a merchandising business	ABM_FABM12-Ic-d-5
			2. prepare an SCI for a service business using the single-step approach	ABM_FABM12-Ic-d-6
			3. prepare an SCI for a merchandising business using the multistep approach	ABM_FABM12-Ic-d-7
3. Statement of Changes in Equity (SCE)	the forms of business organization, namely, single proprietorship, partnership, and corporation, and the	solve exercises and problems that require preparation of an SCE for a single proprietorship	1. discuss the different forms of business organization	ABM_FABM12-Ie-8

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARDS	LEARNING COMPETENCIES	CODE
	structure of a SCE of a single proprietorship that will equip him / her in the preparation of the said financial report		2. prepare an SCE for a single proprietorship	ABM_FABM12-Ie-9
4. Cash Flow Statement (CFS)	the components and the structure of a CFS that will equip him / her in the preparation of the said financial report	solve exercises and problems that require preparation of a CFS	1. discuss the components and structures of a CFS	ABM_FABM12-If-10
			2. prepare a CFS	ABM_FABM12-If-11
5. Analysis and Interpretation of Financial Statements	the methods or tools of analysis of financial statements to include horizontal analysis, vertical analysis, and financial ratios to test the level of liquidity, solvency, profitability, and stability of the business	<p>solve exercises and problems that require computation and interpretation using horizontal analysis, vertical analysis, and various financial ratios</p> <p>Using the downloaded sample financial statements, he / she performs horizontal and vertical analysis, computes various financial ratios and interprets the level of liquidity, solvency, stability, and profitability of the business</p>	1. define the measurement levels, namely, liquidity, solvency, stability, and profitability	ABM_FABM12-Ig-h-12
			2. perform vertical and horizontal analyses of financial statements of a single proprietorship	ABM_FABM12-Ig-h-13
			3. compute and interpret financial ratios such as current ratio, working capital, gross profit ratio, net profit ratio, receivable turnover, inventory turnover, debt-to-equity ratio, and the like	ABM_FABM12-Ig-h-14

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Grade: 12
Semester: 1st Semester, 2nd Quarter

Course Title: Fundamentals of Accountancy Business and Management 2
No. of Hours/ Semester: 80 hours/ semester

Course Description: The course deals with the preparation of basic business forms and documents, including bank transactions and a simple bank reconciliation statement. Integration of information technology in accounting will also be introduced. The students will prepare an accounting practice set that requires the application of learning in the first three accounting courses.

CONTENT	CONTENT STANDARD	PERFORMANCE STANDARDS	LEARNING COMPETENCIES	CODE
1. Accounting Books – Journal and Ledger	<i>The learners demonstrate an understanding of...</i> debits and credits, journal entries to record basic business transaction and using t-accounts, and posting to general ledgers	<i>The learners shall be able to...</i> prepare journal entries for basic business transactions; solve exercises and problems that require using the t-account	<i>The learners...</i> 1. differentiate the journal from the general ledger	ABM_FABM12-IIa-b-1
			2. determine the normal balance of an account	ABM_FABM12-IIa-b-2
			3. prepare journal entries to record basic business transaction	ABM_FABM12-IIa-b-3
			4. determine balances of accounts using the t-account	ABM_FABM12-IIa-b-4
2. Basic Documents and Transactions related to Bank Deposits	the types of bank accounts, basic transactions, and documents related to bank deposits and withdrawals	share samples of bank account forms and documents in class and discuss their uses and importance	1. identify the types of bank accounts normally maintained by a business	ABM_FABM12-IIc-5
			2. differentiate a savings account from a current or checking account	ABM_FABM12-IIc-6
			3. prepare bank deposit and withdrawal slips	ABM_FABM12-IIc-7
			4. identify and prepare checks	ABM_FABM12-IIc-8
			5. identify and understand the contents of a bank statement	ABM_FABM12-IIc-9
3. Bank Reconciliation Statement	a bank reconciliation statement, its nature and structure, and reconciling items and methods of preparation	solve exercises and problems involving the following: 1. identification of the proper treatment of reconciling items in the bank reconciliation statement	1. describe the nature of a bank reconciliation statement	ABM_FABM12-IIId-10
			2. identify common reconciling items and describe each of them	ABM_FABM12-IIId-11
			3. analyze the effects of the identified reconciling items	ABM_FABM12-IIId-12

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CONTENT	CONTENT STANDARD	PERFORMANCE STANDARDS	LEARNING COMPETENCIES	CODE
		2. preparation of a bank reconciliation statement	4. prepare a bank reconciliation statement	ABM_FABM12-IIId-13
4. Accounting Practice Set	the preparation of an accounting practice set for a merchandising business	prepare basic business forms and documents, such as official receipts, vouchers, sales invoice, purchase invoice, delivery receipts, purchase order, and withdrawal and deposits slips; and complete and submit the accounting practice set for a merchandising business	perform the steps in the accounting cycle, from preparation of documents to the preparation, analysis, and interpretation of financial statements	ABM_FABM12-IIe-g-14
5. Income and Business Taxation	the sound principles of taxation, its purpose, and preparation of forms and payment of taxes	accomplish the BIR (Bureau of Internal Revenue) forms	1. define income and business taxation and its principles and processes	ABM_FABM12-IIh-j-15
			2. prepare the list of sources of gross income from compensation and gross income from business, and the corresponding personal and additional deductions	ABM_FABM12-IIh-j-16
			3. explain the procedure in the computation of gross taxable income and tax due	ABM_FABM12-IIh-j-17
			4. prepare the BIR forms	ABM_FABM12-IIh-j-18
			5. explain the principles and purposes of taxation	ABM_FABM12-IIh-j-19
			6. distinguish individual from business taxation	ABM_FABM12-IIh-j-20
			7. compute the gross taxable income and tax due	ABM_FABM12-IIh-j-21

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Code Book Legend

Sample: **ABM_FABM12-Ia-b-2**

LEGEND		SAMPLE	
First Entry	Learning Area and Strand/ Subject or Specialization	Accountancy, Business and Management	ABM_FABM12
	Grade Level	Grade 12	
Uppercase Letter/s	Domain/Content/ Component/ Topic	Fundamentals of Accountancy, Business and Management	
			-
Roman Numeral <i>*Zero if no specific quarter</i>	Quarter	First Quarter	I
Lowercase Letter/s <i>*Put a hyphen (-) in between letters to indicate more than a specific week</i>	Week	Weeks one to two	a-b
			-
Arabic Number	Competency	classify the elements of the Statement of Financial Position into current and noncurrent items	2