

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

Grade: 11
Semester: 2nd Semester, 3rd Quarter

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

Course Description: This is an introductory course in accounting, business, and management data analysis that will develop students' appreciation of accounting as a language of business and an understanding of basic accounting concepts and principles that will help them analyze business transactions.

| CONTENT | CONTENT STANDARDS | PERFORMANCE STANDARDS | LEARNING COMPETENCIES | CODE |
|------------------------------------|---|---|---|--------------------------|
| 1. Introduction to Accounting | <i>The learners demonstrate an understanding of...</i> the definition, nature, function, and history of accounting | <i>The learners shall be able to...</i> cite specific examples in which accounting is used in making business decisions | <i>The learners...</i> 1. define accounting | ABM_FABM11-IIIa-1 |
| | | | 2. describe the nature of accounting | ABM_FABM11-IIIa-2 |
| | | | 3. explain the functions of accounting in business | ABM_FABM11-IIIa-3 |
| | | | 4. narrate the history/origin of accounting | ABM_FABM11-IIIa-4 |
| 2. Branches of Accounting | the varied branches and areas of accounting, particularly 1. financial accounting 2. management accounting 3. government accounting 4. auditing 5. tax accounting 6. cost accounting 7. accounting education 8. accounting research | 1. make a list of business within the community on the types of accounting services they require 2. solve exercises in the identification of the branches of accounting described through the types of services rendered | 1. differentiate the branches of accounting | ABM_FABM11-IIIa-5 |
| | | | 2. explain the kind/type of services rendered in each of these branches | ABM_FABM11-IIIa-6 |
| 3. Users of Accounting Information | the external and internal users of financial information | 1. solve exercises and problems on the identification of users of information, type of decisions to be made, and type of information needed by the users 2. cite users of financial information | 1. define external users and gives examples | ABM_FABM11-IIIa-7 |
| | | | 2. define internal users and give examples | ABM_FABM11-IIIa-8 |

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| | | and identify whether they are external or internal users | 3. identify the type of decisions made by each group of users | ABM_FABM11-IIIa-9 |
| | | | 4. describe the type of information needed by each group of users | ABM_FABM11-IIIa-10 |
| 4. Forms of Business Organizations | the various forms of business organization, as follows: 1. sole / single proprietorship 2. partnership 3. corporation 4. cooperatives | 1. differentiate the forms of business organization in terms of nature of ownership 2. make a list of existing business entities in their community and identify the form of business organization | 1. differentiate the forms of business organization | ABM_FABM11-IIIb-11 |
| | | | 2. identify the advantages and disadvantages of each form | ABM_FABM11-IIIb-12 |
| 5. Types of Business According to Activities | the types of business according to activities, particularly: 1. service business 2. merchandising business 3. manufacturing business | 1. differentiate the types of business according to activities 2. make a list of businesses in their community according to their activities | 1. compare and contrast the types of business according to activities | ABM_FABM11-IIIb-13 |
| | | | 2. identify the advantages, disadvantages, and business requirements of each type | ABM_FABM11-IIIb-14 |
| 6. Accounting Concepts and Principles | accounting concepts and principles | identify generally accepted accounting principles | 1. explain the varied accounting concepts and principles | ABM_FABM11-IIIb-c-15 |
| | | | 2. solve exercises on accounting principles as applied in various cases | ABM_FABM11-IIIb-c-16 |
| 7. The Accounting Equation | the accounting equation | solve problems applying the accounting equation | 1. illustrate the accounting equation | ABM_FABM11-IIIb-c-17 |

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| | | | 2. perform operations involving simple cases with the use of accounting equation | ABM_FABM11-IIIb-c-18 |
| 8. Types of Major Accounts | the five major accounts, namely, 1. assets 2. liabilities 3. capital 4. income 5. expenses | define, identify, and classify accounts according to the five major types | 1. discuss the five major accounts | ABM_FABM11-IIIId-e-19 |
| | | | 2. cite examples of each type of account | ABM_FABM11-IIIId-e-20 |
| | | | 3. prepare a Chart of Accounts | ABM_FABM11-IIIId-e-21 |
| 9. Books of Accounts | the two major types of books of accounts, namely, journal and ledger | differentiate a journal from a ledger and identify the types of journals and ledgers | 1. identify the uses of the two books of accounts | ABM_FABM11-IIIf-22 |
| | | | 2. illustrate the format of a general and special journals | ABM_FABM11-IIIf-23 |
| | | | 3. illustrate the format of a general and subsidiary ledger | ABM_FABM11-IIIf-24 |
| 10. Business Transactions and Their Analysis As Applied to the Accounting Cycle of a Service Business a. Rules of Debits and Credits b. Journalizing c. Posting | the business transactions and their analysis, to include definition and nature of business transactions, types of source or business documents, and the rules of debits and credits | identify business and nonbusiness transactions, enumerate the types of business documents, recite the rules of debit and credit, and apply these to simple cases | 1. describe the nature and gives examples of business transactions | ABM_FABM11-IIIf-j-25 |
| | | | 2. identify the different types of business documents | ABM_FABM11-IIIf-j-26 |
| | | | 3. analyze common business transactions using the rules of debit and credit | ABM_FABM11-IIIf-j-27 |

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| d. Preparation of a Trial Balance | | | 4. solve simple problems and exercises in the analyses of business transaction | ABM_FABM11-IIIg-j-28 |
| 11. Business Transactions and Their Analysis As Applied to the Accounting Cycle of a Service Business a. Adjusting Entries b. Adjusted Trial Balance c. Preparation of Basic Financial Statements (Income Statement) | the accounting cycle of a service business | identify business and nonbusiness transactions, enumerate the types of business documents, recite the rules of debit and credit, and apply these in simple cases | 1. describes the nature of transactions in a service business | ABM_FABM11-IVa-d-29 |
| | | | 2. records transactions of a service business in the general journal | ABM_FABM11-IVa-d -30 |
| | | | 3. posts transactions in the ledger | ABM_FABM11-IVa-d -31 |
| | | | 4. prepares a trial balance | ABM_FABM11-IVa-d -32 |
| | | | 5. prepares adjusting entries | ABM_FABM11-IVa-d -33 |
| | | | 6. complete the accounting cycle | ABM_FABM11-IVa-d -34 |
| 12. Accounting Cycle of a Merchandising Business | the accounting cycle of a merchandising business to include the following: 1. Journalizing of transactions using the general and special journals, namely: sales journal, purchase journal, cash receipts journal and cash payments journal | prepare journal entries, post to the ledger, prepare the trial balance, worksheet, adjusting entries and complete the accounting cycle of a merchandising business. | 1. describes the nature of transactions in a merchandising business | ABM_FABM11-IVe-j -35 |
| | | | 2. records transactions of a merchandising business in the general and special journals | ABM_FABM11-IVe-j-36 |

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|----------------|--|------------------------------|--|-----------------------------|
| | 2. Posting to the ledger, namely: general and subsidiary ledgers 3. Preparation of trial balance 4. Adjusting entries to include pre payments, accrual and deferral 5. Worksheet preparation, and 6. Completing the accounting cycle of a merchandising business | | 3. posts transactions in the general and subsidiary ledgers | ABM_FABM11-IVe-j -37 |
| | | | 4. prepares a trial balance | ABM_FABM11-IVe-j -38 |
| | | | 5. prepares adjusting entries | ABM_FABM11-IVe-j -39 |
| | | | 6. completes the accounting cycle of a merchandising business | ABM_FABM11-IVe-j -40 |
| | | | 7. prepares the Statement of Cost of Goods Sold and Gross Profit | ABM_FABM11-IVe-j -41 |

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Code Book Legend

Sample: ABM_FABM11-IIIa-5

| LEGEND | | SAMPLE | |
|--|---|--|-------------------|
| First Entry | Learning Area and Strand/ Subject or Specialization | Accountancy, Business and Management Strand | ABM_FABM11 |
| | Grade Level | Grade 11 | |
| Uppercase Letter/s | Domain/Content/ Component/ Topic | Fundamentals of Accountancy, Business and Management 1 | |
| | | | - |
| Roman Numeral <i>*Zero if no specific quarter</i> | Quarter | Third Quarter | III |
| Lowercase Letter/s <i>*Put a hyphen (-) in between letters to indicate more than a specific week</i> | Week | Week one | a |
| | | | - |
| Arabic Number | Competency | differentiate the branches of accounting | 5 |