

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

Grade: 11

Course Title: Fundamentals of Accountancy, Business and Management 1

Semester: 2nd Semester

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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CONTENT	CONTENT STANDARDS	PERFORMANCE STANDARDS	LEARNING COMPETENCIES	CODE
			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-IIIIf-22
			2. illustrate the format of a general and special journals	ABM_FABM11-IIIIf-23
			3. illustrate the format of a general and subsidiary ledger	ABM_FABM11-IIIIf-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-IIIg-j-25
			2. identify the different types of business documents	ABM_FABM11-IIIg-j-26
			3. analyze common business transactions using the rules of debit and credit	ABM_FABM11-IIIg-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

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References:

Anastacio, Ma. Flordeliza. *Fundamentals of Financial Management (with Industry Based Perspective)*. (Manila: Rex Book Store, 2011).

Gilbertson, Claudia. *Fundamentals of Accounting*. 8th ed. (Australia: Cengage Learning, 2010).

Padillo, Nicanor, Jr. *Financial Statements Preparation, Analysis and Interpretation*. (Manila: GIC Enterprises, 2011).

Pefianco, Erlinda C. *The Accounting Process: Principles and Problems*. (Makati: Goodwill Trading, 1996).

Young, Felina C. *Principles of Marketing*. (Manila: Rex Book Store, 2008).