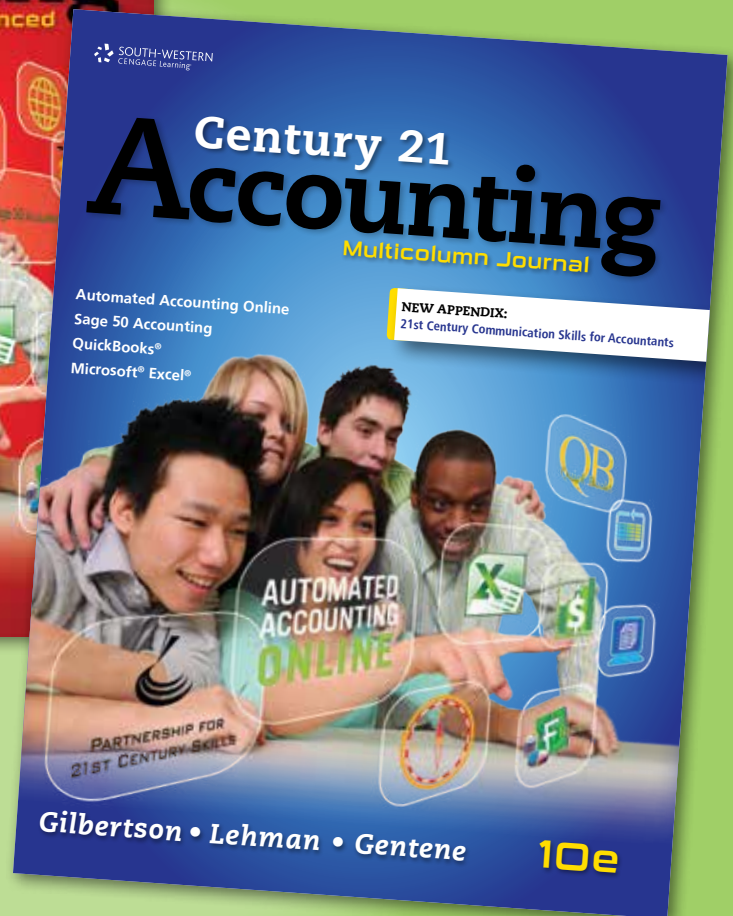
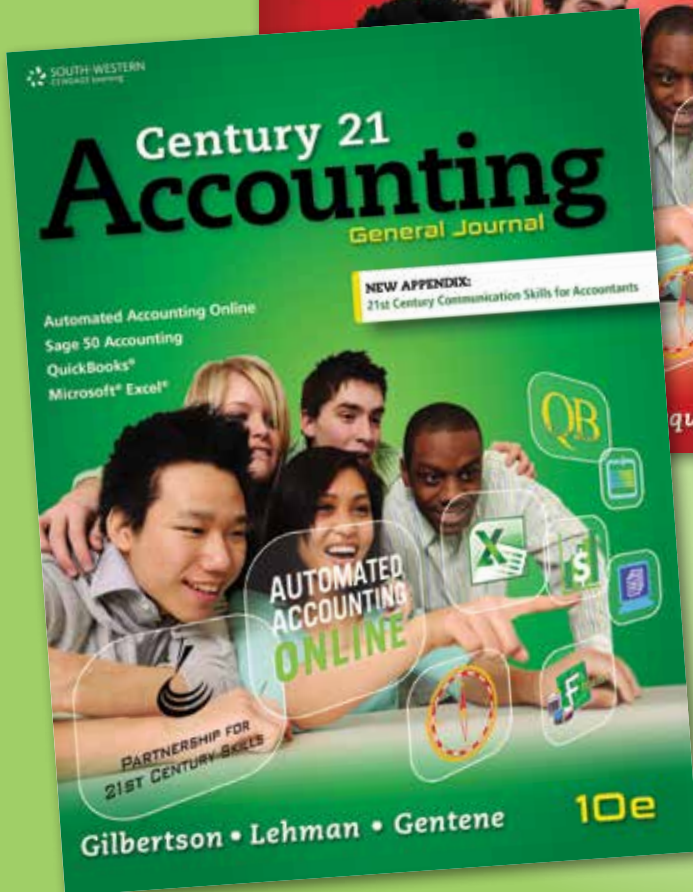
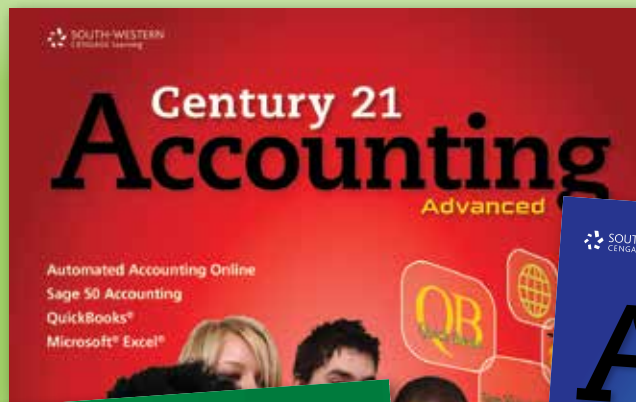


Transform

Your High School Accounting Course

with

Century 21 Accounting 10e



Century 21 Accounting 10e
Introductory, Copyright Update

Century 21 Accounting Advanced, 10e

Part 1: Accounting for a Service Business Organized as a Proprietorship

1. Starting a Proprietorship:
Changes That Affect the Accounting Equation
2. Analyzing Transactions into Debit and Credit Parts
3. Journalizing Transactions
4. Posting to a General Ledger
5. Cash Control Systems
RA1, Part A – An Accounting Cycle for a Proprietorship: Journalizing and Posting Transactions
6. Work Sheet and Adjusting Entries for a Service Business
7. Financial Statements for a Proprietorship
8. Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business
RA1, Part B – An Accounting Cycle for a Proprietorship: End-of-Fiscal-Period Work Simulation Description – Red Carpet Events

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10. Accounting for Sales and Cash Receipts
11. Transactions Journalized on a General Journal
12. Preparing Payroll Records
13. Accounting for Payroll and Payroll Taxes
RA2, Part A – An Accounting Cycle for a Corporation: Journalizing and Posting Transactions
14. Accounting for Uncollectible Accounts Receivable
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19. Accounting for Plant Assets, Depreciation, and Intangible Assets
20. Accounting for Inventory
RA3, Part A – An Accounting Cycle for a Corporation: Journalizing and Posting Transactions
21. Accounting for Accruals, Deferrals, and Reversing Entries
22. End-of-Fiscal-Period Work for a Corporation
RA3, Part B – An Accounting Cycle for a Corporation: End-of-Fiscal-Period Work Simulation Description – Digital Diversions

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23. Accounting for Partnerships
 24. Recording International and Internet Sales
- Appendix A: Accounting Concepts
Appendix B: Nike's Financial Statements
Appendix C: Using a Calculator and Computer Keypad
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2. Recording Departmental Sales and Cash Receipts
3. Calculating and Recording Departmental Payroll Data
4. Financial Reporting for a Departmentalized Business
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6. Accounting for Uncollectible Accounts
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8. Accounting for Notes Payable, Prepaid Expenses, and Accrued Expenses
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Reinforcement Activity 2: Processing Accounting Data for a Corporation

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16. Management Decision Making Using Cost-Volume-Profit Analysis
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20. Internal Control
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Appendix D: Answers to Audit Your Understanding

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Transform Your High School Accounting Course with the Latest from Century 21 Accounting, the leader in high school accounting education for more than 100 years.

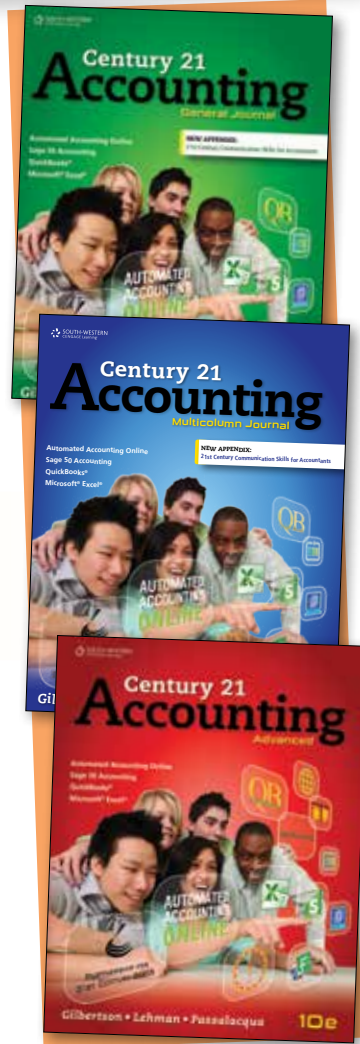
Input from educators, accounting professionals, content experts, and high school accounting students has shaped the 10th Edition's new critical thinking activities, real-world applications, updated Accounting instruction, and enhanced online learning solutions, including Online Working Papers and Automated Accounting Online computerized accounting software.

► The 10th Edition maintains its **renowned instructional design** and **step-by-step approach** to teaching the mechanics of accounting.

► **Greater emphasis on conceptual understanding and financial statement analysis** in the 10th Edition encourages students to apply accounting concepts to real-world situations and make informed business decisions.

► **New features** such as *Forensic Accounting*, *Think Like an Accountant*, *Financial Literacy*, and *Why Accounting?* are a few examples of the expanded opportunities for students to master valued skills, such as **critical thinking and technology use**, as defined by the Partnership for 21st Century Skills.

► In addition, **commercial technology** integrated throughout the text, equips students to work with Microsoft Excel®, Peachtree®/Sage 50, QuickBooks®, and Automated Accounting Online, with step-by-step instructions and the flexibility to use multiple versions of software.



Preview Guide

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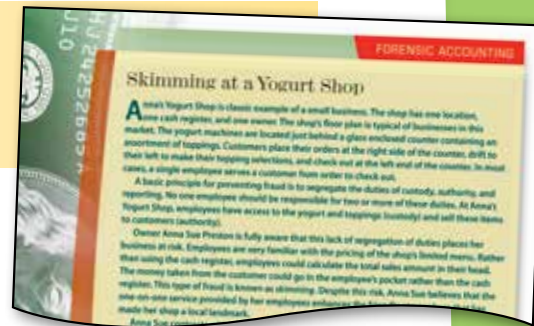
Transform Your Course by Bringing Accounting Practices to Life

Forensic Accounting presents criminal investigations involving fraud, providing students the opportunity to apply what they're learning in class to a real-world scenario. Students will examine the fraud scenarios using Excel® to analyze the data and continue the investigation.

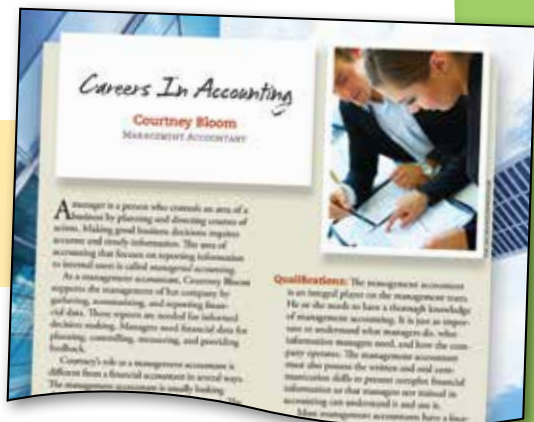


Why Accounting?

provides examples of how accounting skills are applicable in a variety of business situations. Tied to the National Career Clusters, this feature illustrates how accounting knowledge transfers into the workplace and validates accounting's importance in the marketplace.



Careers in Accounting, designed to encourage students to think about their future in accounting, features a broad range of careers in the accounting field and promotes accounting as a profession through one-on-one interviews with various accounting professionals.



Accounting in the Real World fascinating chapter opens spotlight actual businesses that interest students, such as TOMs Shoes, iTunes, McDonald's, and Google, with intriguing questions that connect chapter topics to what's driving business decisions and today's organizations.



Commercial technology, integrated into the end of each chapter, equips students to work with **Microsoft Excel®, Peachtree®/Sage 50, QuickBooks®, and Automated Accounting Online** with step-by-step instructions and the flexibility to use multiple versions of software.

"Too many times, I believe that students don't know how or where they will ever use the material they are learning in high school. These features help to bring the real world into the classroom and provide purpose."
Kevin Willson, York Suburban School District, York, PA

Bring Accounting Practices to Life with Relevant Simulations

Manual and automated simulations give your students hands-on, real-world experience in accounting practice. Automated simulations are completed using Automated Accounting Online, powered by CengageNOW.

First Year

Simulation 1: Red Carpet Events

Students encounter accounting principles and practical applications as they experience the challenges of operating an event-planning service business organized as a proprietorship. Students complete the simulation after Chapter 8. *Completion time 4-8 hours.*



Simulation 2: Authentic Threads

Students bring fashion trends into the world of accounting while they practice accounting applications in this dynamic merchandising business organized as a corporation. Students complete the simulation after Chapter 17. *Completion time 10-17 hours.*



Simulation 3: Digital Diversions

Students go digital in this engaging simulation with the latest retail software, cell phones, video cameras, music, and more in this merchandising business organized as a corporation. Students complete the simulation after Chapter 22. *Completion time 10-15 hours.*



Advanced

Simulation 1: Organic Aisles

Students encounter accounting principles and practical applications as they experience the challenges of operating a departmentalized organic grocery store organized as a corporation. The company sells produce and grocery items. Students complete the simulation after Chapter 4. *Completion time 10-20 hours.*



Simulation 2: Adventure Gear

Students will sell extreme sports equipment while they practice accounting applications in this dynamic merchandising business organized as a corporation. Students complete the simulation after Chapter 14. *Completion time 10-20 hours.*

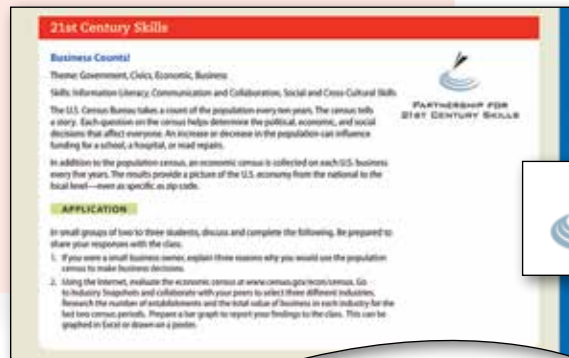


Problem Solving Creativity

Greater emphasis on conceptual understanding and financial statement analysis has been incorporated into the 10th Edition, making it easier to balance coverage of accounting mechanics with how accounting information is used to make business decisions.

NEW! 21ST CENTURY SKILLS

included in the end-of-chapter material, provides activities that cultivate mastery of essential skills such as problem solving, communication, and technology use as defined by the Partnership for 21st Century Learning. Acquisition of the knowledge and skills taught in this feature will prepare students to compete in a workplace that demands creativity and innovation.



CRITICAL THINKING ACTIVITIES

are infused throughout the text to provide more opportunities for higher-level thinking and analysis, preparing students for college and career readiness.



Communication Information Literacy

NEW! FINANCIAL LITERACY

guides students in the exploration of both business finance issues and critical personal finance topics through engaging activities that provide opportunities for students to apply valued skills such as problem solving, critical thinking, and technology use as defined by the Partnership for 21st Century Skills.



NEW! GLOBAL AWARENESS



presents the role of accounting in a global environment and the cultural implications that occur as a result of the trans-migratory nature of the marketplace. It reflects current trends, concerns, and issues in global business, and cultural diversity in the workplace. Cultural topics will address both international and domestic issues.

NEW! ETHICS IN ACTION

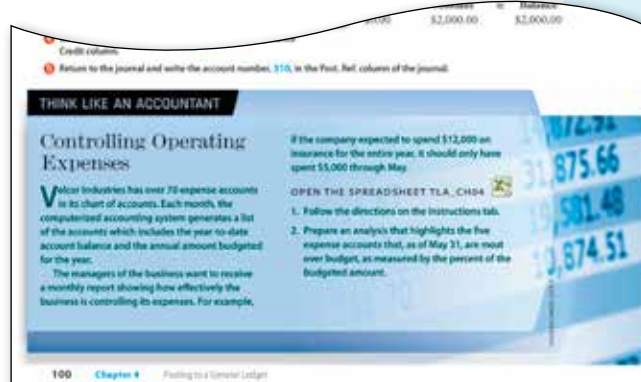
responds to the increasing importance of ethics and personal character in accounting today. These ethical dilemmas assist students with decision-making and critical-thinking skills and challenge students' personal character development.



NEW! THINK LIKE AN ACCOUNTANT

presents challenging problems that correspond to higher-level thinking skills based on the criteria established in Bloom's Taxonomy.

Excel templates are provided for students to use as an analysis tool to compare and contrast employer benefit plans and analyze how their decisions affect the company's bottom line.



"The use of Excel in this feature is an extremely important skill. Many of my high school students who come back to visit while they are in college have said they wish they would have used Excel more in class, because it is something they are doing a lot of in college business courses."

Kevin Willson, York Suburban School District, York, PA

Transform Your Course with Real World Technology

Commercial technology, integrated into the end of each chapter, equips students to work with **Microsoft Excel®**, **Peachtree®/Sage 50**, **QuickBooks®**, and **Automated Accounting Online** with step-by-step instructions and the flexibility to use multiple versions of software. Icons in the textbook denote chapter problems that can be worked with the various software problems. Data files for each are located on the Century 21 Accounting Companion Website.

The 10th Edition provides increased opportunities for students to use **Microsoft Excel®** for accounting and financial analysis. Excel templates are provided for *Think Like an Accountant* and *Forensic Accounting* features for the students to use as an analysis tool.

NEW! **Automated Accounting Online** is the next generation of the Automated Accounting software program that has successfully introduced students to computerized accounting for many years.

Automated Accounting
ONLINE

Automated Accounting Online provides:

- ▶ Introductory exposure to the accounting cycle and real-world accounting software through the completion of the Century 21 Accounting end-of-chapter problems and simulations.
- ▶ The functionality of commercial software incorporated with educational features that make teaching and learning computerized accounting easy.
- ▶ A completely redesigned interface is even more realistic and similar to what users see in commercial software programs such as Peachtree®/Sage 50 and QuickBooks®.

For a free trial course, visit NGL.Cengage.com/highschoolreview



Sage 50 Accounting



Automated Accounting
ONLINE

4-M Mastery Problem: Journalizing transactions and posting to a general ledger 103, 4, 5, 6

Brian Ford owns a service business called Ford Lawn and Garden. Ford Lawn and Garden's general ledger accounts are given in the Working Papers.

Transactions:

Feb. 1. Received cash from owner as an investment, \$11,000.00. R1.
 3. Paid cash for supplies, \$900.00. C1.
 5. Received cash from sales, \$1,800.00. T5.
 6. Sold services on account to Clara Walther, \$560.00. S1.
 9. Paid cash for rent, \$1,200.00. C2.
 11. Paid cash for miscellaneous expense, \$100.00. C3.
 13. Bought supplies on account from Corner Supplies, \$480.00. M1.
 13. Received cash from sales, \$860.00. T13.
 16. Paid cash for advertising, \$286.00. C4.
 18. Paid cash on account to Corner Supplies, \$280.00. C5.
 20. Paid cash for electric bill, \$460.00. C6.
 20. Received cash on account from Clara Walther, \$300.00. R2.
 25. Paid cash for supplies, \$300.00. C7.
 27. Paid cash for supplies, \$160.00. C8.
 27. Received cash from sales, \$4,200.00. T27.
 28. Paid cash to owner for a withdrawal of equity, \$1,000.00. C9.
 28. Received cash from sales, \$220.00. T28.

Instructions:

1. Open an account for Utilities Expense. Use the 3-digit numbering system described in the chapter.
2. Journalize the transactions completed during February of the current year. Use page 1 of a journal. Source documents are abbreviated as follows: check, C; memorandum, M; receipt, R; sales invoice; S; calculator tape, T.
3. Prove the journal.
4. Prove cash. The beginning cash balance on February 1 is zero. The balance on the next unused check stub is \$13,794.00.
5. Rule the journal.
6. Post from the journal to the general ledger.

Software Instructions:

Peachtree	QB	Excel	AAONLINE
1. Journalize and post transactions to the general journal.	1. Journalize and post transactions to the journal.	1. Journalize transactions in the multicolumn journal.	1. Go to www.cengage.com/login
2. From the menu bar, select Reports & Forms; General Ledger.	2. From the menu bar, select Reports; Accountant & Taxes.	2. Post to the general ledger.	2. Click on AA Online to access.
3. Make the selections to print the general journal and general ledger.	3. Make the selections to print the journal and general ledger.	3. From the office button menu, select Print.	3. Go to the online assignment and follow the instructions.
		4. Print the worksheet.	

4-S Source Documents Problem: Journalizing transactions and posting to a general ledger 103, 4

1. The source documents and journal for Darlene's Music Studio are given in the Working Papers. Use page 1 of the journal to journalize the transactions for September.

2. Prove the journal.

3. Prove cash. The beginning cash balance on September 1 is zero. The balance on the next unused check stub is \$3,120.00.

4. Rule the journal.

5. Post from the journal to the general ledger.

Software Instructions:

Peachtree	QB	Excel
1. Journalize and post transactions to the general journal.	1. Journalize and post transactions to the journal.	1. Journalize transactions in the multicolumn journal.
2. From the menu bar, select Reports & Forms; General Ledger.	2. From the menu bar, select Reports; Accountant & Taxes.	2. Post to the general ledger.
3. Make the selections to print the general journal and general ledger.	3. Make the selections to print the journal and general ledger.	3. From the office button menu, select Print.
		4. Print the worksheet.

118 Chapter 4 Posting to a General Ledger

The screenshot shows the 'General Journal' window in the Automated Accounting Online software. The window has a menu bar with 'Company', 'Banking', 'General Ledger', 'Purchase Journal', 'Sales Journal', 'Cash Payments Journal', 'Cash Receipts Journal', 'Generate Closing Entries', 'Account Lists', 'Chart of Accounts', 'Vendor List', 'Customer List', 'Journal Reports', 'General Journal', 'Purchase Journal', 'Cash Payments Journal', 'Cash Receipts Journal', 'All Journals', 'Ledger Reports', 'Trial Balance', and 'General Ledger'. The main area displays a table with columns for Date, Refer, Account, Debit, and Credit. The following entries are visible:

Date	Refer	Account	Debit	Credit
		110 Cash	5,500.00	
		210 Patrick O'Neil, Capital		5,500.00
11/05/11	C1	120 Supplies	400.00	
		110 Cash		400.00
11/05/11	T5	110 Cash	900.00	
		410 Sales		900.00
11/05/11	S1	120 Accts. Rec.—R. Danvers	200.00	
		410 Sales		200.00

At the bottom of the window, there are buttons for 'Search', 'Print', 'Add New Entry', 'Insert Description', 'Delete', 'Post', and 'Close'. A system date of 11/28/11 is also visible.

Automated Simulations provide hands-on, actual experience in accounting practice using a computerized accounting system, giving students the opportunity to experience how accounting is done in the real world.

*See page 3 for more information about the simulations.

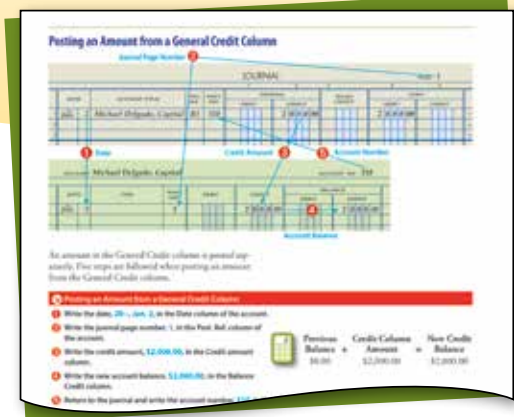
Transform Your Course with Proven Pedagogy

The Century 21 Accounting program provides students with a complete learning system designed to keep them on track.

The **organization** ensures clear student understanding. Students start with a service business organized as a proprietorship and merchandising businesses organized as corporations before concluding with special topics, partnerships, and the recording of international sales and electronic transactions.

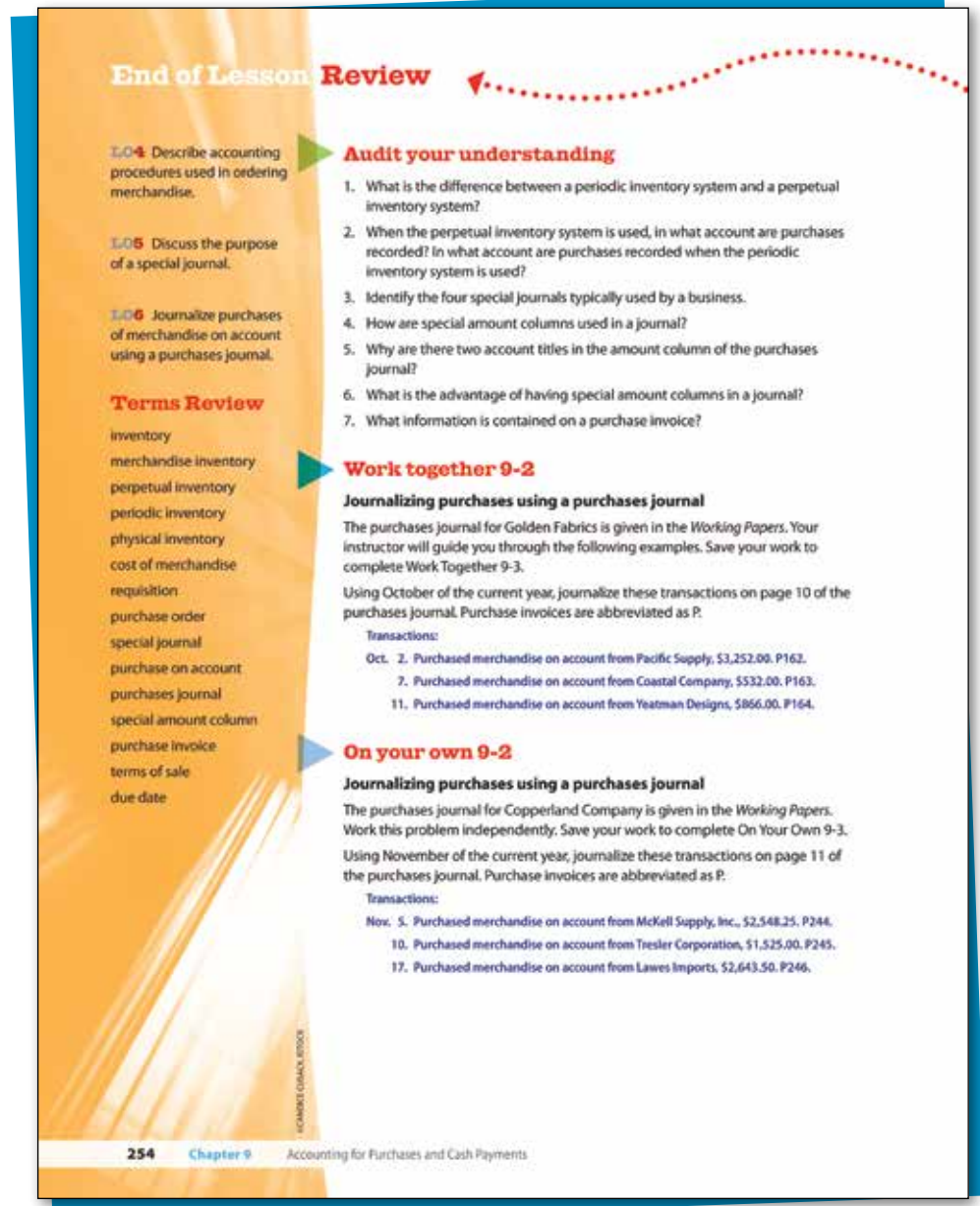
The **step-by-step instructional approach** clearly reinforces text concepts, while the consistent use of T accounts increases student comprehension of journalizing transactions.

NEW! Learning Objectives connect the chapter coverage from beginning to end. Learning objectives are identified at point of introduction and in the end-of-chapter problems, making it easier for students to stay on track. By paying attention to the Learning Objectives, students can focus on what is important.



The **lesson structure** consists of three to five lessons per chapter and corresponding assessment activities. Each end-of-lesson section includes a **Work Together** problem and an **On Your Own** assignment. The Work Together problem allows you to demonstrate the new accounting concept to your class. Students can then check their understanding by completing the On Your Own assignment.

The **end-of-chapter material** includes short application problems to ensure students' understanding before they tackle the longer mastery and challenge problems.

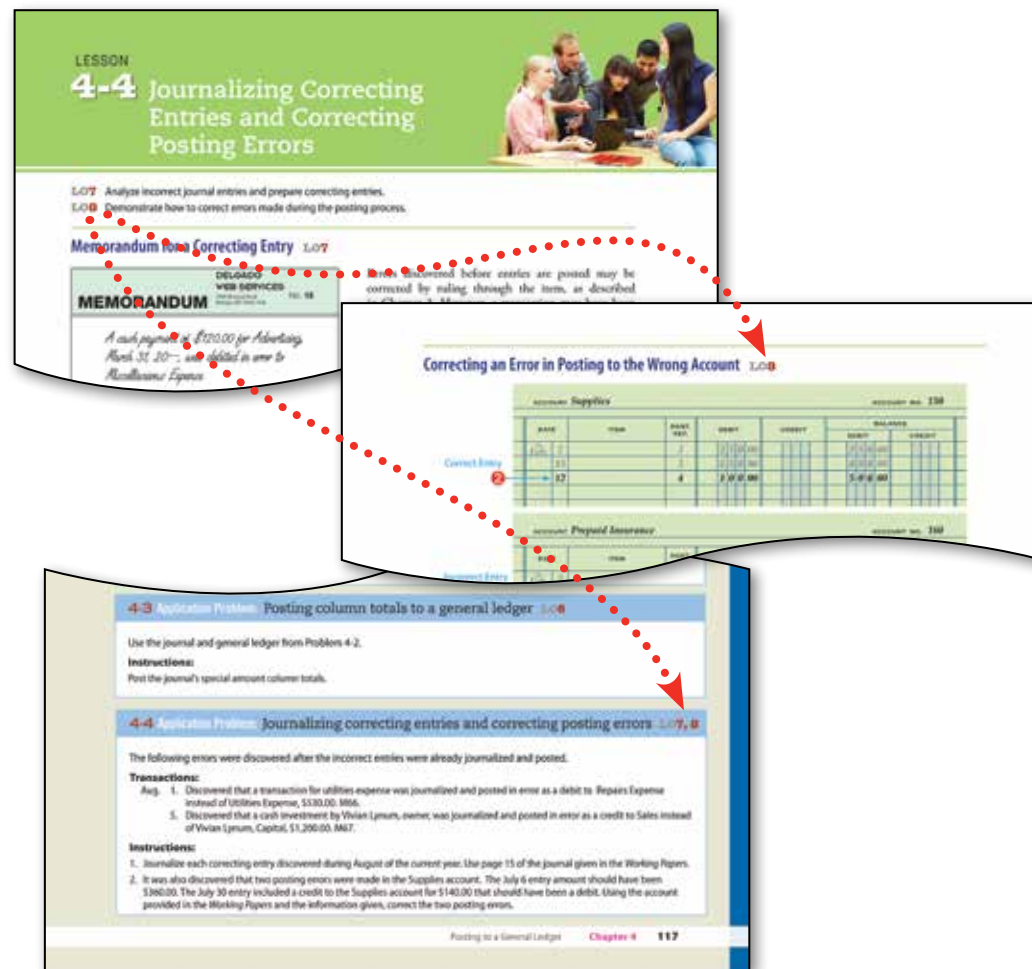


“The tagging of the Learning Objectives is such an easy and effective way for students to look back at a particular objective when they are working problems instead of having to flip through pages randomly until they find what they are looking for.”

Rosemary Hemsell,
Grapevine High School,
Grapevine, TX

“I like how the problems address objectives separately, then together in the Mastery problem, and at another level with the Challenge problem.”

Rosemary Hemsell,
Grapevine High School,
Grapevine, TX



Transform Your Teaching Experience with **tools to make your job easier**

Automatic grading with Online Working Papers, MindTap, and Automated Accounting Online, designed to minimize your time grading, while maximizing your impact within the classroom. Immediate feedback for students and automatic grading for you will save you time and give you an instant sense of each student's comprehension. Grades are automatically entered in an instructor's online gradebook.

Wraparound Teacher's Edition features reduced student pages with comprehensive instructor support, including:

- ▶ An updated instructional design framework
- ▶ Essential questions
- ▶ Tips for differentiated instruction
- ▶ Teaching ideas to increase student engagement
- ▶ An overview of each accounting part
- ▶ Resource Integration Guide
- ▶ Check figures

Instructor Resource CD places all key instructor resources at your fingertips in this all-in-one convenient tool that includes:

- ▶ Lesson plans and PowerPoint® presentations
- ▶ Solutions to Working Papers, Tests, Audit tests, Peachtree®/Sage 50, QuickBooks®, Simulations
- ▶ Crossword puzzles and solutions
- ▶ Correlation to the NBEA standards
- ▶ Transparency masters (Solutions, Ruling, Full Color Illustrations)
- ▶ Block scheduling correlation with Century 21 Accounting

Instructor Companion Site offers password-protected teacher resources including solutions, lesson plans, PowerPoint presentations, and simulation keys.

Assessment Resources

- ▶ **Chapter and Part Test Masters**
Two separate test masters for every chapter and part include problems and objective questions.
- ▶ **Teacher's Edition Chapter and Part Tests**
Provide solutions for convenient grading.



Written *by*
high school
accounting teachers,
for high school
accounting teachers.

Instructor's Resource Kit includes comprehensive teaching resources all in one place, including:

- ▶ Working Paper and Recycling Problem solutions (textbook problems)
- ▶ Chapter and Part Test solutions
- ▶ simulation keys

Getting ready to start your class? Need help getting started?



Available exclusively from Cengage Learning, **CourseCare** is a revolutionary program designed to provide you with an unparalleled user experience with your Cengage Learning Digital Solution.

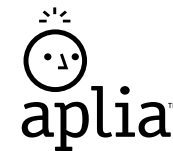
- ▶ Implementation and training assistance
- ▶ Dedicated Digital Solutions Coordinator

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Transform Your Course with **Century 21 Accounting Digital Solutions**

Online Working Papers



The market's first **Online Working Papers**, powered by Aplia, feature automatic grading for instructors and immediate feedback for students. C21 Accounting Online Working Papers mirror the print working papers and tests including online journals, ledgers, worksheets, financial statements, and other forms students use to complete their textbook problems and tests.

- ▶ Mirror the C21 Accounting Print Working Papers
- ▶ Immediate Feedback for Students
- ▶ Automatically Graded Assignments for Instructors
- ▶ Chapter Tests Included

Students who stay engaged with material put more effort into the course. Century 21 Online Working Papers give **students instant feedback**, making sure they are learning from each question while gaining a better understanding of accounting basics.

NEW TO ONLINE WORKING PAPERS FOR 10E

- ▶ Enhanced student feedback will provide students with additional instruction beyond right and wrong answers
- ▶ Algorithmic problems will provide students with additional opportunities to practice

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	DEBIT	CREDIT
8/31	Miscellaneous Expense	M54		15.00	
	Cash				15.00
8/31	Cash	M54		350.00	
	Sales				350.00

Due Date	Assignment	Type	Partially	Average
Week 1 - 10.13.11	Chapter 1-1 Application Problem	Graded	100%	94.4%
Week 1 - 10.13.11	Chapter 1-2 Application Problem	Graded	100%	93.3%
Week 2 - 10.17.11	Chapter 1-3 Application Problem	Graded	0%	0%
Week 2 - 10.17.11	Chapter 1-4 Mastery Problem	Graded	0%	0%
Week 2 - 10.17.11	Chapter 1-5 Challenge Problem	Graded	0%	0%
Week 3 - 10.24.11	Chapter 2-1 Application Problem	Graded	0%	0%
Week 3 - 10.24.11	Chapter 2-2 Application Problem	Graded	0%	0%

The Online Working Papers **automatically grade assignments**, relieving instructors of the burden of grading homework by hand. As students complete the assignments, the instructor receives a complete assessment of their work and comprehension levels, while their grades are instantly recorded in the instructor's online grade book.

The Online Working Papers keep instructors informed about student participation, progress, and performance through real-time graphical reports. Instructors can easily download, save, manipulate, print, and import student grades into their current grading program.

What Users are Saying!



- ▶ **73%** say that **student performance has improved** in their class since using the Online Working Papers!
- ▶ **82%** report that their students are **more engaged** in the Accounting course.
- ▶ **75%** say their ability to **monitor student progress** has improved.
- ▶ **57%** say that after using Online Working Papers, their students are **more likely to enroll in further study in accounting** and/or other business education courses.

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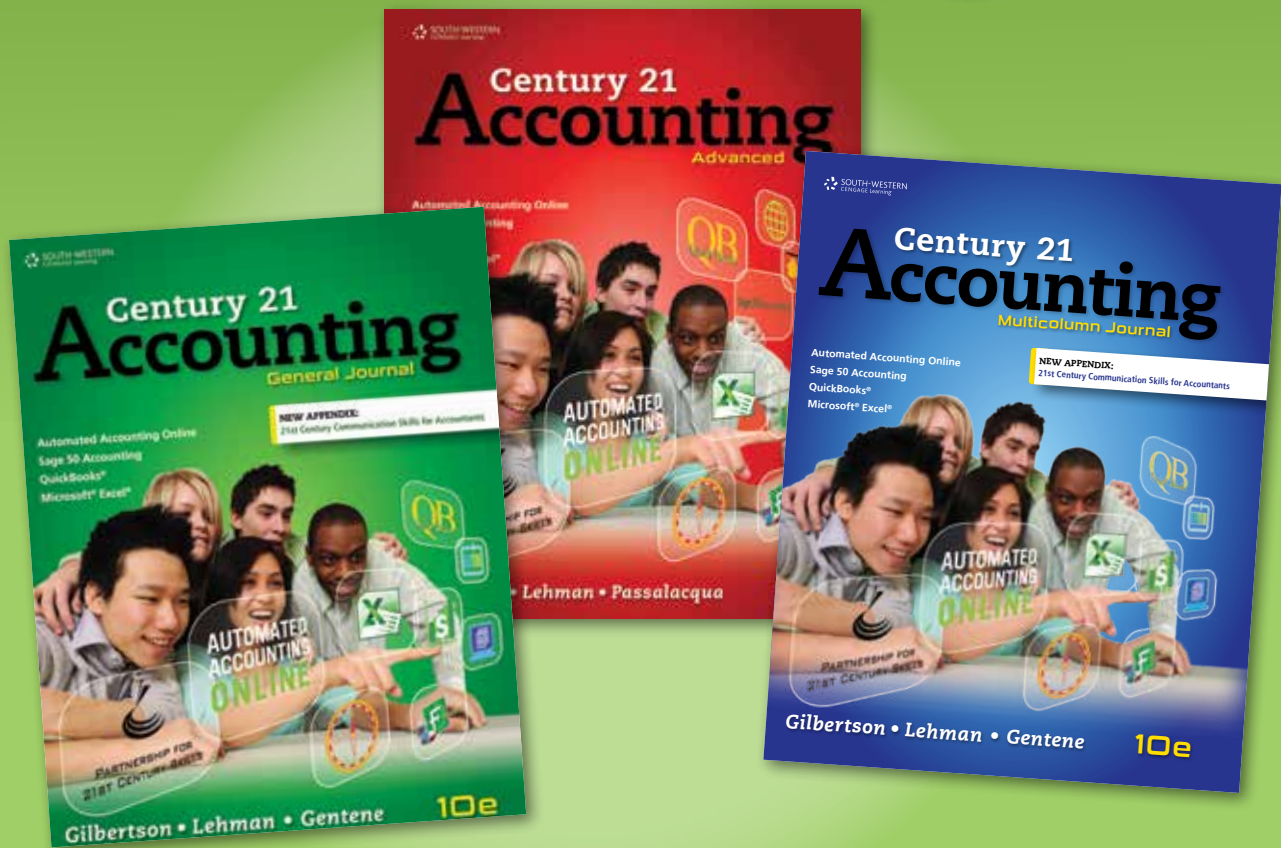
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