

Accounting II

TEACHER INFORMATION



Resources Text Glencoe Accounting–Real World Applications & Connections – Advanced Course
Chapter Reviews and Working Papers (Workbook, Chapters 1-25)

Teacher's Classroom Resources
CD ROM – Real-World Multimedia
Performance Assessment Software

Glencoe Website: www.glencoe.com/sec/accounting

(Once in the site, go to product information to link into the Advanced Accounting.)

Teacher's Annotated Edition (TAE)

The most important and valuable teaching tool for you is the Teacher's Annotated Edition (TAE), contents which are listed on page TM6. It is **highly** recommended that you use the TAE throughout the course. Reading pages TM5-TM32 will ensure that you have a full understanding of what is included in the Advanced Course. Beginning on pp. TM33-TM192 each chapter description provides you with strategies for instruction.

The Teacher's Classroom Resources box is an **essential** tool and it is to your advantage and benefit to preview the entire box contents.

There is a complete set of overhead transparencies in the Resource box that might be used to provide demonstration problems at the beginning of a unit; or, if students are having a particularly difficult time grasping a particular concept.

Glencoe Website

The Glencoe Website is an excellent resource and might be advantageous for you to preview it. Be sure to go to product information to get to the Advanced Accounting links. Page TM32 describes the web site and how it can be used.

LAPs (Learning Activity Packet)The LAPs "TIME FRAME" is based on 50-minute periods. Schools with block scheduling will have to adapt the LAP to meet their individual schedule. When simulations are included, you will have to adjust the time frames as appropriate if the student is completing the activity electronically.

On the tasks listed “Review and Activities” we have left it up to the instructor to decide which of the exercises the students are to complete. This is a good time to include cooperative learning using Laps.

The phrase “The Chapter Reviews and Working Papers” is used interchangeably with the phrase “appropriate working papers” and is simply referring to the student workbook.

Software

You only have a ten user license so please be sure to load the program on individual computers and not on the LAN.

Five disks are included in the Electronic Learning Center – Student Package (CD): one student disk, that includes a spreadsheet template, and Peachtree Tutorials; three that include a reinforcement lesson for each chapter in the textbook, and the Room Zoom CD which is focusing on careers. In addition, you must have the teacher’s disk which is essential to load the problems.

Computerized Problems

Many of the End-of-Chapter problems, chapter reviews, business simulations and mini-practice sets are correlated to the software. **All problems can be completed electronically; it is at the teacher’s discretion whether student completes the problem manually or electronically.** It is recommended that Advanced Accounting students start completing their problems electronically to match industry standards.

Assessment

Chapter tests are to be given at the end of each chapter to assess student’s understanding and mastery of the material. Unit tests are available and listed on the LAPs. These are to be used at the discretion of the teacher. Please be aware that in the Unit Tests Booklet there is one Objective test and one Problem test for each unit. A Performance Assessment Software package is also available for both chapter and unit tests. Follow installation instructions on pages W-1 through W-5 of the Printed Test Bank booklet.

Software Installation Instructions

The following documentation is a copy of the software installation instructions from the Glencoe Website. Of course, if you need more information, please log into the site itself or use the manuals provided in the Teacher Resource Box.



Installation Configuration 3

Are your students working on stand-alone computer workstations? YES

Do you and your students have CD-ROM drives? YES

Do you want to install the *Electronic Learning Center* on each stand-alone computer? YES

At the teacher or administrator's station:

- 1 Install the three components of the *Electronic Learning Center* on the teacher's or administrator's computer: Glencoe Accounting Real-World Multimedia, Peachtree Software and Spreadsheet Applications, and AICPA: Room Zoom. Place the appropriate CD in the drive and double-click **Setup.exe**.
- 2 When installing the Peachtree component (which includes the ELC launcher, the Accounting Management System, database files, and Peachtree Accounting software), first specify the local drive where the ELC launcher and Management System will be installed. Then select the option *I do not want to use a shared network computer. Install remaining components to my local hard drive here*. Indicate the location on the local hard drive where the database files are to be installed.

Note: To access the spreadsheet templates, you must have an Excel-compatible spreadsheet program on your computer. It is not included with the Electronic Learning Center.

- 3 Continue by installing the Peachtree Accounting software to the local hard drive. Select **Standard** installation. On the Standard Install screen, click **Install**. After the files have been copied, click **Install** to create the Program Group. When the installation is complete, click the **Windows** button.
- 4 If the correct version of QuickTime is not already installed on your system, continue by choosing to install QuickTime. Click **Finish** to exit the Setup program.
- 5 Once you have installed the three components of the Electronic Learning Center, you are ready to set up your class roster using the Accounting Management System.

Go to the **Start** menu and select **Programs, Glencoe Accounting - ELC, and Glencoe Accounting - ELC** again.

On the opening screen, click **Peachtree Software and Spreadsheet Applications**.

If Admin: Log in to the Accounting Management System by typing in **admin** for the user name and **admin** for the password. (If you want to change this information, click the **Change** button on the Admin Info tab.)

If Teacher: Log in to the Accounting Management System by typing in the user name and password assigned to you by the Administrator. (If you want to change this information, click the **Change** button on the Teacher Info tab.)

Click the Students tab, set up your class, and assign a password for each student.

Click the Groups tab and assign students to First-Year Course or Advanced Course problems.

On the Groups tab screen, specify the desired options for giving students access to check their odd-numbered

problems and to use spreadsheet templates with formulas or without formulas.

You have now finished setting up your students and groups.

- 6 After setting up your students and groups, quit the Peachtree Accounting Management System. This will save the information you've just entered and close the database files.
- 7 Before leaving the teacher's or administrator's computer, use the Teacher's Utility Disk to copy the student and teacher data from the teacher workstation. (You'll use this disk to transfer the data to each student workstation.)
Insert the Teacher's Utility Disk in the floppy disk drive (usually A:).
Double-click the icon for your floppy disk drive.
Double-click **Db_Mgmt.exe**.
Click *Copy the student and teacher data from this teacher workstation onto the floppy disk*.
If a previously created file exists on the disk, you will be asked if you want to overwrite it. Click **Yes** to replace existing data with the new workstation data.
When the "Copy Successful" message appears, click **Finish** to exit the utility.

From each student workstation:

- 8 Using the Peachtree Accounting Software and Spreadsheet Applications CD-ROM (Teacher's Disc), install the *Glencoe Accounting: Electronic Learning Center* on each student's workstation. When installing the Peachtree component, first specify the local drive where the ELC launcher and Management System will be installed. Then select the option *I do not want to use a shared network computer. Install remaining components to my local hard drive here*. This location will default to the previous location you specified for the ELC launcher and Management System. You will not be able to override this setting. (Your students will access the problem sets from their Peachtree CD-ROMs (Student's Disc). They must save their work to floppy disks.
- 9 To transfer student and teacher data from the Teacher's Utility Disk to the student workstation:
Insert the Teacher's Utility Disk in the workstation's floppy disk drive.
Double-click the floppy disk drive icon (usually A:).
Double-click **Db_Mgmt.exe**.
Click *Copy the student and teacher data from the floppy disk to this student workstation's hard drive*.
You will be asked if you want to overwrite the existing data file. Click **Yes** to copy the new data from the floppy disk.
When the "Copy Successful" message appears, click **Finish** to exit the utility.
- 10 You and your students are now ready to use the *Glencoe Accounting: Electronic Learning Center* Real-World Multimedia, AICPA Room Zoom, Peachtree Applications, and spreadsheet activities.

Your students should save their Peachtree and spreadsheet work to floppy disks.

Your students can view Peachtree tutorials using their Peachtree CD-ROMs.

Your students can view interactive lessons using their Real-World Multimedia CD-ROMs.

Your students will be accessing Peachtree and spreadsheet problems and tutorials, which reside on the CD-ROM, through the Peachtree Accounting Management System.

If you plan to use the Peachtree solutions software, you should instruct your students to save their work to floppy disks and give the disks to you.

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