

Double Entry Bookkeeping Activity

A Group Activity with Lectures

Teacher's Guide

Learning Goals

This activity is designed to engage students in the bookkeeping functions of a business without knowing debits and credits.

Students will learn to

- Remember 5 account types
- Determine how transactions affect account types
- Prepare Income Statement and Balance Sheet

Student Level

This activity is appropriate for middle school or high school students. No prior knowledge of accounting or bookkeeping is needed.

Activity Overview

After an introductory lecture about account types, students (in groups of 3-4) will read transactions, tear them apart and categorize them by account type. A follow up lecture will recap the activity and teach students to prepare financial statements. An optional lecture is provided regarding careers in accounting and how they relate to this activity. Time will depend on level of students, but can range from 50 to 100 minutes.

Digital Resources Provided (14 files)

- This teacher's guide
- 4 PowerPoints and 4 lecture notes
 - A pre-activity lecture on bookkeeping and account types
[1 DEB PreActivity.pptx](#) and [1 DEB PreActivity \(notes\).pdf](#)
 - An activity instruction video with a timer
[2 DEB Instructions.pptx](#) and [2 DEB Instructions \(notes\).pdf](#)
 - A post-activity lecture to recap the activity and prepare financial statements
[3 DEB PostActivity.pptx](#) and [3 DEB PostActivity \(notes\).pdf](#)
 - A post-activity lecture on careers in accounting and how they apply to the activity
[4 DEB Careers in Acct.pptx](#) and [4 DEB Careers in Acct \(notes\).pdf](#)
- [DEB MaterialsA.pdf](#) to print for the activity (one print = 4 sets, cutting required)
- [DEB MaterialsB.pdf](#) to print (one page per group)
- [DEB Labels.pdf](#) for envelopes (one page is enough for 5 groups)
- [DEB Assessments.pdf](#), which includes 3 individual assignments
- [DEB Solutions.pdf](#), the solutions to the activity and the 3 assessments

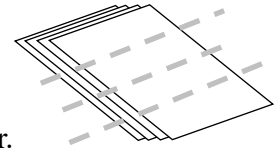
Lecture notes are not intended to be a script. The notes cover additional material that may be included on each slide.

Resources Needed (not provided)

- Calculator, one per group
- Pencil, 2 per group
- Envelopes, 6 per group

Preparing the kits

- Determine the number of groups needed (3 students per group, maybe 4)
- Print [DEB MaterialsA.pdf](#) (17 pages, print front only).
 - One print is enough for 4 groups.
 - Keep the stack together and cut into 4ths.
 - Each stack of 17 is one set for one group. Clip them together.
- Print [DEB MaterialsB.pdf](#), one page per group. This is the cash ledger.
- Print [DEB Labels.pdf](#) (one page is enough for 5 groups)
 - Stick the labels to the envelopes. Each group will get 6 envelopes: cash, assets, liabilities, equity, revenues, expenses
- Assemble kits so that each one has
 - A stack of transaction cards
 - A cash ledger
 - 6 envelopes (one each of cash, assets, liabilities, equity, revenues, expenses)
 - A calculator
 - 2 pencils



Suggested Implementation

1. Deliver the [1 DEB PreActivity.pptx](#) lecture on account types [estimate 20 minutes]
2. Form groups of 3 (maybe 4) students
3. Give instructions by presenting [2 DEB Instructions.pptx](#) [estimate 5 minutes]
4. Students do the activity [estimate 16 minutes, which is 1 minute per transaction; more time may be needed]
5. Deliver the [3 DEB PostActivity.pptx](#) lecture, which recaps what students did and also explains two financial statements [estimate 20 minutes]
6. Optional: Deliver the [4 DEB Careers in Acct.pptx](#) lecture, which discusses careers in accounting and how they apply to the activity