

Guthrie High School
Business Department

Accounting I / Course Number: 2111

(One Year)

Grade Level: 10, 11, 12

Prerequisite: Students with "C" average or above appear to have greater success

Course Description: Accounting I is designed to prepare good business habits by teaching students the techniques that will enable them to keep business records as well as their own personal records. Also, a knowledge of accounting is important for those seeking careers in computer-related jobs or various other office positions. Students will complete accounting cycles for service and merchandising businesses organized as sole proprietorships and corporations.

Week	Course Content No PASS Standard(s)	Course Objectives	Assessments	Resources & Inventions
<i>Week 1, 3 Weeks</i>	Starting a Proprietorship (1) Transactions that Change Owner's Equity Analyzing Transactions into Debit and Credit Parts (3)	<ul style="list-style-type: none"> • Define accounting terms related to starting a service business organized as a proprietorship • Identify accounting concepts and practices related to starting a service business organized as a proprietorship • Classify accounts as assets, liabilities, or owner's equity and demonstrate their relations in the accounting equation • Analyze how transactions affect the accounting equation • Prepare a balance sheet • Define terms related to changes that affect owner's equity 		<ul style="list-style-type: none"> • <u>Century 21 Accounting, General Journal</u>, Ross/Gilbertson/Lehman/Hanson • End-of-lesson activities • End-of-chapter problems • Web Site - General Journal, Student Resources, Text-Related Materials
<i>Week 4, 3 Weeks</i>	Recording Transactions in a General Journal (4) Posting from a General Journal to a General Ledger (5)	<ul style="list-style-type: none"> • Analyze transactions Journalize transactions in general journal • Post from general journal to general ledger • Prove cash • Journalize correcting entries • Integrate automated accounting 		

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<i>Week 7, 3 Weeks</i>	Cash Control Systems (6) Reinforcement Activity 1 – Part A	<ul style="list-style-type: none"> • Use cash control systems including checking account and petty cash • Reconcile bank statements • Write and endorse checks • Journalize dishonored checks and electronic banking transactions 		<ul style="list-style-type: none"> • <u>Century 21 Accounting, General Journal, Ross/Gilbertson/Lehman/Hanson</u> • End-of-lesson activities • End-of-chapter problems • Web Site - General Journal, Student Resources, Text-Related Materials
<i>Week 10, 3 Weeks</i>	Worksheet for a Service Business (7) Financial Statements for a Proprietorship (8)	<ul style="list-style-type: none"> • Define terms and identify concepts related to a worksheet • Plan adjustments • Complete a worksheet • Prepare income statement and balance sheet 		
<i>Week 13, 3 Weeks</i>	Recording Adjusting and Closing Entries for a Service Business (9) Reinforcement Activity 1 – Part B	<ul style="list-style-type: none"> • Record adjusting and closing entries for a service business organized as a sole proprietorship • Prepare a post-closing trial balance 		
<i>Week 16, 3 Weeks</i>	Journalize Purchases and Cash Payments Using Special Journals (10)	<ul style="list-style-type: none"> • Define terms and identify concepts related to purchases and cash payments for a merchandising business organized as a partnership • Journalize purchases of merchandise using a purchases journal • Journalize cash payments using a cash payments journal • Total, prove, and rule a cash payments journal • Journalize other transactions using a general journal 		

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<i>Week 19, 3 Weeks</i>	Journalizing Sales and Cash Receipts Using Special Journals (11) Posting to General and Subsidiary Ledgers (12)	<ul style="list-style-type: none"> • Journalize sales on account using a sales journal • Journalize cash receipts using a cash receipts journal • Prove and rule a sales journal and a cash receipts journal • Post from purchases, cash payments, general, sales, and cash receipts journals • Post to a general ledger and subsidiary ledgers • Prepare schedules of accounts payable and accounts receivable • Integrate automated accounting 		<ul style="list-style-type: none"> • <u>Century 21 Accounting, General Journal</u>, Ross/Gilbertson/Lehman/Hanson • End-of-lesson activities • End-of-chapter problems • Web Site - General Journal, Student Resources, Text-Related Materials
<i>Week 22, 3 Weeks</i>	Preparing Payroll Records (13)	<ul style="list-style-type: none"> • Define terms and identify accounting practices related to payroll records • Complete a payroll time card • Calculate payroll taxes • Complete a payroll register and an employee earnings record • Prepare payroll checks • Use spreadsheet software to create payroll register 		
<i>Week 25, 3 Weeks</i>	Payroll Accounting, Taxes, and Reports (14)	<ul style="list-style-type: none"> • Identify concepts and practices related to payroll accounts, taxes, and reports • Analyze payroll transactions and record a payroll • Record employer payroll taxes Prepare selected payroll tax reports • Pay and record withholding and payroll taxes 		

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<i>Week 28, 3 Weeks</i>	Reinforcement Activity 2 – Part A Worksheet for a Merchandising Business (15)	<ul style="list-style-type: none"> • Define terms and identify concepts related to a worksheet for a merchandising business • Begin a worksheet for a merchandising business • Plan adjustments on a work sheet for a merchandising business • Complete a worksheet 		<ul style="list-style-type: none"> • <u>Century 21 Accounting: General Journal</u>, Ross/Gilbertson/Lehman/Hanson • End-of-lesson activities • End-of-chapter problems • Web Site - General Journal, Student Resources, Text-Related Materials
<i>Week 31, 3 Weeks</i>	Financial Statements for a Partnership (16) Recording Adjusting and Closing Entries for a Partnership (17) Reinforcement Activity 2 – Part B	<ul style="list-style-type: none"> • Define terms and identify concepts related to financial statements for a merchandising business organized as a partnership • Prepare an income statement • Prepare a distribution of net income statement • Prepare an owners' equity statement • Prepare a balance sheet • Record adjusting and closing entries • Prepare a post-closing trial balance 		
<i>Week 34, 3 Weeks</i>	Fitness Junction Simulation	The Fitness Junction is a simulation that covers the realistic transactions completed by this merchandising business organized as a partnership. This real-life business simulation comes with source documents. All of the activities included in the accounting cycle are completed by the students.		