

ACCOUNTING I

7250

2008/2009

COURSE TITLE	
Course Description:	Students in Accounting I will learn basic accounting terminology and correct procedures of journalizing, posting, and preparing financial statements.
Grade Level:	10, 11, 12
Length of Course:	Frequency: 6 days per 6 day cycle Duration: 42 minutes Length: full year course Credits: 1
Prerequisites:	none
Textbook:	Century 21 Accounting 8E
Expected Level of Achievement	Students will be required to maintain a 70% or better. They will be required to come to class prepared to learn. 93-100% = A 85 – 92% = B 77 – 84% = C 70 – 76% = D Below 70% = F

I. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	Accounting cycle for a Proprietorship
Key Learning(s):	Starting a Proprietorship
Essential Question(s):	How do you record the opening entry for a service business organized as a proprietorship?
Vocabulary:	Accounting, proprietorship, asset, owner's equity, liability, accounting equation, transaction, account , debit, credit
Grade Level:	10, 11, 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I.	Accounting Cycle	<p>The student will define terms related to starting an accounting system for a service business organized as a proprietorship.</p> <p>The student will identify accounting concepts and practices related to starting an accounting system for a service business organized as a proprietorship.</p>	<p>Quizzes</p> <p>Tests</p> <p>Homework</p> <p>Question/answer</p> <p>In class work</p> <p>Computer applications</p> <p>Simulations</p> <p>Midterm exam</p>	<p>Textbook</p> <p>Workbooks</p> <p>Study Guides</p> <p>Overheads</p> <p>Power point presentations</p> <p>Computer software</p>
II.	Accounting Process	<p>The student will classify financial items as assets, liabilities or owner's equity.</p> <p>The student will analyze transactions into debit and credit parts.</p>		

II. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	General Journal and General Ledger
Key Learning(s):	Journalizing and posting transactions
Essential Question(s):	What steps are needed to record transactions in the general journal and post to the general ledger?
Vocabulary:	Journal, entry, general journal, source document, general ledger, posting, proving cash
Grade Level:	10, 11,12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I	The Accounting Cycle	The student will define terms related to journalizing and posting.	Quizzes	Textbook
II..	The Accounting Process	The student will identify accounting concepts and practices related to journalizing and posting for a service business organized as a proprietorship.	Tests	Workbook
		The student will journalize a variety of transaction into a general journal for a service business organized as a proprietorship.	Homework	Study guides
		The student will post from a general journal to a general ledger.	Question/answer	Overheads
		The student will prove cash and make correcting entries.	In class work	Power point presentations
			Computer applications	Computer software
			Simulations	
			Midterm exam	

III. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	Cash Control Systems
Key Learning(s):	Completing and maintaining records related to cash systems
Essential Question(s):	How do you process all records related to cash control systems?
Vocabulary:	Checking account, endorsements, bank statements, bank reconciliations, petty cash
Grade Level:	10,11,12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I	The Accounting Cycle	The student will define terms related to using a checking account and a petty cash fund.	Quizzes	Textbook
II..	The Accounting Process	The student will identify accounting concepts and practices related to using a checking account.	Tests	Workbooks
		The student will prepare business papers related to using a checking account.	Homework	Study guides
		The student will reconcile a bank statement.	In class work	Overheads
		The student will journalize dishonored checks and electronic banking transactions.	Question/answer	Power point presentations
		The student will establish and replenish a petty cash fund.	Computer applications	Computer Software
			Simulations	
			Midterm exam	

IV. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	Work sheets and financial statements for a service business organized as a proprietorship
Key Learning(s):	Preparing financial statements from a completed work sheet
Essential Question(s):	What are the steps used in completing a work sheet? How are financial statements prepared using the data on the work sheet?
Vocabulary:	Work sheet, trial balance, adjustments, balance sheet, income statement, component percentage
Grade Level:	10, 11, 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I	The Accounting Cycle	The student will define terms related to preparing work sheets and financial statements.	Quizzes	Textbook
II.	The Accounting Process	The student will identify accounting concepts and practices related to work sheets and financial statements.	Tests	Workbook
		The student will prepare a trial balance on a work sheet.	Homework	Study guides
III.	Financial Statements	The student will plan adjustments for supplies and prepaid insurance.	Question/answer	Overheads
		The student will complete a work sheet, an income statement and a balance sheet.	In class work	Power point presentations
		The student will analyze an income statement using component percentages.	Computer applications	Computer software
			Simulations	
			Midterm exam	

V. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	End of the month activities
Key Learning(s):	Recording adjusting and closing entries for a service business organized as a proprietorship
Essential Question(s):	What are the steps to follow in recording adjusting and closing entries? How do you prepare a post-closing trial balance?
Vocabulary:	Adjusting entries, permanent accounts, temporary accounts, closing entries, post-closing trial balance
Grade Level:	10, 11, 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I	The Accounting Cycle	The student will define accounting terms related to adjusting and closing entries for a service business organized as a proprietorship.	Tests Quizzes	Textbook Workbook
II.	The Accounting Process	The students will identify accounting concepts and practices related to adjusting and closing entries for a service business organized as a proprietorship.	Homework Question/answer	Study guides Overheads
III.	Financial Statements	The student will record adjusting and closing entries. The student will prepare a post-closing trial balance.	In class work Computer applications Simulations Midterm exam	Power point presentations Computer software

VI. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	Purchases Journal and Cash Payments Journal
Key Learning(s):	Journalizing purchases and cash payments for a merchandising business organized as a corporation
Essential Question(s):	How do you journalize purchases, cash payments, returns and petty cash reimbursements in special journals?
Vocabulary:	Special journal, purchase invoice, terms of sale, trade discounts, cash short or over, purchase allowance
Grade Level:	10, 11, 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I.	The Accounting Cycle	The student will define accounting terms related to purchases and cash payments.	Tests	Textbook
II.	The Accounting Process	The student will identify accounting concepts and practices related to purchases and cash payments.	Quizzes	Workbook
		The student will journalize purchases of merchandise in a purchases journal and cash payments and discounts in a cash payments journal.	Homework	Study guides
		The student will prepare a petty cash report and journalize the reimbursement of the petty cash fund.	In class work	Overheads
		The student will journalize purchases returns and allowances in a general journal.	Question/answer	Power point presentations
			Computer applications	Computer software
			Simulations	
			Final exam	

VII. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	Sales and Cash Receipts Journals
Key Learning(s):	Journalizing sales and cash receipts for a merchandising business organized as a corporation.
Essential Question(s):	How do you journalize sales, cash receipts and sales returns and allowances in special journals?
Vocabulary:	Terminal summary, batch report, sales discount
Grade Level:	10, 11, 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I.	The Accounting Cycle	The student will define terms related to sales and cash receipts for a merchandising business.	Tests	Textbook
II.	The Accounting Process	The student will identify accounting concepts and practices related to sales and cash receipts for a merchandising business.	Quizzes	Workbook
		The student will journalize sales on account in a sales journal.	Homework	Study guides
		The student will journalize cash receipts using a cash receipts journal.	In class work	Overheads
		The student will journalize sales returns and allowances using a general journal.	Question/answer	Power point presentations
			Computer applications	Computer software
			Simulations	
			Final exam	

VIII. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	General and Subsidiary Ledgers
Key Learning(s):	Posting to general and subsidiary ledgers for a merchandising business organized as a corporation
Essential Question(s):	What are the steps to post separate items and column totals to the general ledger and to subsidiary ledgers?
Vocabulary:	Subsidiary ledger, accounts payable ledger, accounts receivable ledger, controlling account, schedules of accounts rec/pay
Grade Level:	10, 11, 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I.	The Accounting Cycle	The student will define accounting terms related to posting to ledgers.	Tests	Textbook
II.	The Accounting Process	The student will identify accounting practices and concepts related to posting to ledgers.	Quizzes	Workbook
		The student will post separate items from the journals to the subsidiary ledgers.	Homework	Study guides
		The student will post special journal column totals to the general ledger.	In class work	Overheads
		The student will post special journal column totals to the general ledger.	Question/answer	Power point presentations
		The student will journalize and post correcting entries affecting customer accounts.	Computer applications	Computer software
			Simulations	
			Final exam	

IX. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	Payroll records
Key Learning(s):	Preparing payroll checks, taxes and reports for a merchandising business organized as a corporation
Essential Question(s):	How do you prepare payroll records for employees? What are the steps in recording employer payroll taxes and in preparing tax reports?
Vocabulary:	Withholding allowance, tax base, payroll register, employee earnings record, federal and state unemployment tax
Grade Level:	10, 11, 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I.	The Accounting Cycle	The student will define terms related to payroll accounting for a merchandising business.	Tests	Textbook
II.	The Accounting Process	The student will identify accounting concepts and practices related to payroll accounting.	Quizzes	Workbook
IV.	Special Applications	The student will complete a payroll register, employee earnings record and payroll checks.	Homework	Study guides
		The student will record employer payroll taxes.	In class work	Overheads
		The student will prepare payroll tax records.	Question/answer	Power point presentations
			Computer applications	Computer software
			Simulations	
			Final exam	

X. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	Work sheets and financial statements for a merchandising business organized as a corporation
Key Learning(s):	Preparing financial statements from a completed work sheet.
Essential Question(s):	What are the steps used in completing a work sheet? How are financial statements prepared using the data on the work sheet?
Vocabulary:	Dividends, merchandise inventory, uncollectible accounts, book value, depreciation expense, financial ratio, par value
Grade Level:	10, 11, 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I.	Accounting Cycle	The student will define terms related to the work sheet and financial statements for a merchandising corporation.	Tests	Textbook
II.	The Accounting Process	The student will identify accounting concepts and practices related to work sheets and financial statements.	Quizzes	Workbook
III.	Financial Statements	The student will journalize the declaration and payment of a dividend.	Homework	Study guides
IV.	Special Applications	The student will complete a work sheet.	In class work	Overheads
V.	Interpretation and use of Data	The student will prepare financial statements for a merchandising corporation.	Question/answer	Power point presentations
		The student will analyze an income statement using component percentages and financial ratios.	Computer applications	Computer software
			Simulations	
			Final exam	

XI. Northern York County School District Curriculum

Course Name:	Accounting I
Content:	End of the month accounting activities
Key Learning(s):	Recording adjusting and closing entries for a corporation.
Essential Question(s):	What is the procedure for recording adjusting and closing entries and preparing a post-closing trial balance for a corporation?
Vocabulary:	Income summary, federal income taxes
Grade Level:	10, 11, 12

Number	Standard	Student Learning Experiences	Procedures for Assessment	Resources
I.	The Accounting Cycle	The student will define terms related to adjusting and closing entries for a merchandising business organized as a corporation.	Tests	Textbooks
II.	The Accounting Process	The student will identify accounting concepts and practices related to adjusting and closing entries.	Quizzes	Workbooks
III.	Financial Statements	The student will record adjusting and closing entries.	Homework	Study guides
		The student will prepare a post-closing trial balance.	In class work	Overheads
			Question/answer	Power point presentations
			Computer applications	Computer software
			Simulations	
			Final exam	