

# School District of Springfield Township

## Springfield Township High School Course Overview

**Course Name: Accounting I**

**Grade level(s):10-12**

### Course Description

Accounting I includes specialty areas such as auditing, forensic accounting, information technology services, international accounting, and financial planning. Students study the basic principles, concepts, and practices of the accounting cycle and learn fundamental accounting procedures.

### Course Prerequisites

Students should have a strong, basic math background for success in this course.

### Unit Titles

Cycle 1: Accounting for a Service Business Organized as a Sole Proprietorship

Unit 1: Starting a Proprietorship

Unit 2: Changes that Affect Owner's Equity

Unit 3: Analyzing Transactions to Debit and Credit Parts

Unit 4: Recording Transactions in a General Journal

Unit 5: Posting from a General Journal to a General Ledger

Unit 6: Cash Control Systems

Unit 7: Worksheet for a Service Business

Unit 8: Financial Statements for a Proprietorship

Unit 9: Recording, Adjusting, and Closing Entries for a Service Business

Cycle 2: Accounting for a Merchandising Business Organized as a Partnership

Unit 10: Journalizing Purchases and Cash Payments Using Special Journals

Unit 11: Journalizing Sales and Cash Receipts Using Special Journals

Unit 12: Preparing Payroll Records

Unit 13: Financial Statements for a Partnership

Unit 14: Recording, Adjusting, and Closing Entries for a Partnership

Cycle 3: Creating the Band (An Accounting Simulation Project)

### Essential Questions

1. What is Accounting?
2. What is a CPA?
3. How do I create, analyze, and process a Sole Proprietorship Business?
4. How do I create, analyze, and process a Partnership Business?
5. How do I work as an accountant for the Creating the Band Business?
6. What are the careers available in the field of Accounting?

### **Big Ideas/Enduring Understandings**

#### Cycle 1: Accounting for a Service Business Organized as a Sole Proprietorship

##### Unit 1: Starting a Proprietorship

- The accounting equation
- How business activities change the accounting equation
- Reporting financial information

##### Unit 2: Changes that Affect Owner's Equity

- How transactions change owner's equity in an accounting equation
- Reporting changed accounting equation on a balance sheet

##### Unit 3: Analyzing Transactions to Debit and Credit Parts

- Using "T" accounts
- Analyzing how transactions affect accounts

##### Unit 4: Recording Transactions in a General Journal

- Journals, source documents, and recording entries in a journal
- Journalizing buying insurance, buying on account, and paying on account
- Journalizing transactions that affect owner's equity and receiving cash on account

##### Unit 5: Posting from a General Journal to a General Ledger

- Preparing a chart of accounts
- Posting from a general journal to a general ledger
- Proving cash and making correcting entries

##### Unit 6: Cash Control Systems

- Checking accounts
- Bank reconciliation
- Dishonored checks and electronic banking
- Petty cash

##### Unit 7: Worksheet for a Service Business

- Create a work sheet
- Plan adjusting entries on a work sheet
- Extending financial statement information on a work sheet

##### Unit 8: Financial Statements for a Proprietorship

- Preparing an income statement
- Preparing balance information on a work sheet

##### Unit 9: Recording, Adjusting, and Closing Entries for a Service Business

- Record, adjust, and close entries for a service business
- Prepare a trial balance

#### Cycle 2: Accounting for a merchandising Business Organized as a Partnership

##### Unit 10: Journalizing Purchases and Cash Payments Using Special Journals

- Using a purchase journal
- Using a cash payments journal
- Journalizing other transactions using a general journal

##### Unit 11: Journalizing Sales and Cash Receipts Using Special Journals

- Using a sales journal
- Use a cash receipts journal

##### Unit 12: Preparing Payroll Records

- Record payroll
- Record employer payroll taxes

- Report withholding and payroll taxes

#### Unit 13: Financial Statements for a Partnership

- Income statement
- Component percentages
- Distribution of net income and owners' equity

#### Unit 14: Recording Adjusting and Closing Entries for a Partnership

- Record adjusting and closing entries for income statement accounts
- Recording additional closing entries
- Prepare a post-closing trial balance

### **Key Competencies/Skills/Procedures**

Cycle 1: Accounting for a Service Business Organized as a Sole Proprietorship  
Complete and explain the purpose of the various steps in the accounting cycle.

- Define accounting and explain the purpose of the accounting system
- Define the concept of generally accepted accounting principles and ascertain the source of these standards
- Demonstrate an understanding of fundamental accounting equation
- Classify items as assets, liabilities, or owner's equity
- Describe the purposes of the revenue, expense, and drawing accounts and illustrate their effects on owner's equity
- Analyze business transactions using source documents and describe the effect on the accounting equation
- Explain the double-entry system of accounting and apply debit and credit rules when analyzing business transactions
- Explain the purpose of the journal the process of journalizing business transactions
- Analyze the relationship of the journal to the ledger
- Explain the purpose of a ledger account and post information from journal to the ledger
- Prepare a trial balance and explain uses and limitations
- Explain the purpose of adjusting entries
- Analyze the trial balance to determine the necessary adjustments (accruals and deferrals) to prepare financial statements
- Prepare and explain the purposes of each financial statement and describe the way they articulate each other
- Explain the purposes of the closing process and journalize and post closing entries
- Use spreadsheet and accounting software to maintain accounting records and describe the differences between manual and computerized accounting systems

Cycle 2: Accounting for a merchandising Business Organized as a Partnership

Apply appropriate accounting principles to payroll, income taxation, managerial systems, and various forms of ownership.

- Prepare and maintain payroll records using manual and computerized systems
- Calculate earnings at an hourly and piece rate
- Calculate deductions including *federal* income tax, Social Security tax, Medicare tax, state income tax, and other deductions to determine net pay

- Calculate employer's payroll taxes (e.g., Social Security, Medicare, federal unemployment, and state unemployment) and employee benefits paid by the employer
- Prepare federal, state, and local payroll reports

#### Identify Forms of Ownership and Identify different careers in the field of Accounting

- Explain the advantages and disadvantages of the three forms of business; ownership-sole proprietorships, partnerships, and corporations
- Apply appropriate accounting techniques for the formation and allocation of earnings of a partnership
- Students will explore and learn about different careers in Accounting/Finance and types of skills and duties involved.
- Students will apply their knowledge of accounting/finance careers by researching one career of their choice.
- Prepare a PowerPoint presentation to share with classmates

#### **Core Resources**

Teacher created materials available on class Moodle

*Century 21 Accounting*, 7th edition by Ross, Gilbertson, Lehman, Hanson, 2000

*Creating the Band, An Accounting Simulation for Peachtree, QuickBooks, and Microsoft Excel*

#### **Pennsylvania State Standards Guiding Course**

(Aligned with the National Standards for Business Education)

- 13.2.11.A Accounting Cycle: Complete and explain the purpose of the various steps of accounting cycle.
- 13.2 11.B Accounting Process: Apply generally accepted accounting principles to determine the value of assets, liabilities, and owner's equity.
- 13.2.11.C Financial Statements: Prepare, interpret and analyze financial statements using manual and computerized systems for service, merchandising and manufacturing businesses.
- 13.2.11.C Financial Statement Preparation and Analysis Special Applications: Apply appropriate accounting principles to payroll, income taxation, managerial systems, and various forms of ownership.
- 13.2.11.D Forms of Ownership Interpretation and Use of Data: Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions.
- 13.1.12 Justify the selection of a career.

Prepared October 2010—DW

Approved—chr