

# ACCOUNTING I

## Course Overview

### Course Goals

- Goal 1:** The student will have access to technology.
- Goal 2:** The student will demonstrate an appreciation of technology.
- Goal 3:** The student will use the computer as a problem-solving tool in all appropriate areas.
- Goal 4:** The student will demonstrate an understanding of the impact of technology.
- Goal 5:** The student will use application programs.
- Goal 6:** The student will access and store information.
- Goal 7:** The student will apply computer science concepts.

### Unit 1. Introduction to Accounting (15 hours)

#### Objectives:

The student will:

- 1.1 Evaluate personal interests and career goals
- 1.2 Explore accounting careers
- 1.3 Identify types of business organizations
- 1.4 Identify types of business operations
- 1.5 Describe how the accounting system works
- 1.6 Identify universal accounting rules and regulations
- 1.7 Describe social and ethical responsibilities of accountants
- 1.8 Use software to investigate accounting careers

### Unit 2. The Basic Accounting Cycle (40 hours)

#### Objectives:

The student will:

- 2.1 Write the basic accounting equation
- 2.2 Identify steps of the accounting cycle
- 2.3 Analyze business transactions using the basic accounting equation
- 2.4 Identify temporary accounts
- 2.5 Analyze transactions involving temporary accounts
- 2.6 Record transactions using the general journal
- 2.7 Post transactions from the general journal to the general ledger
- 2.8 Prepare a trial balance
- 2.9 Prepare a six-column worksheet
- 2.10 Prepare financial statements
- 2.11 Prepare and post closing entries
- 2.12 Use an electronic spreadsheet to prepare a trial balance, a six-column worksheet and financial statements

### **Unit 3 Cash and Banking Activities (10 hours)**

#### **Objectives:**

The student will:

- 3.1 Identify and complete forms used in checking accounts
- 3.2 Reconcile bank statements
- 3.3 Journalize and post bank charges
- 3.4 Use an electronic spreadsheet to complete a bank reconciliation.

### **Unit 4. Payroll Activities (15 hours)**

#### **Objectives:**

The student will:

- 4.1 Calculate gross earnings under different payroll plans
- 4.2 Identify payroll deductions
- 4.3 Prepare a payroll register
- 4.4 Complete an employee's earning record
- 4.5 Journalize and post payroll transactions in the general journal
- 4.6 Use an electronic spreadsheet to complete a payroll register and employee's earning record.

### **Unit 5. Accounting Cycle Using Special Journals (45 hours)**

#### **Objectives:**

The student will:

- 5.1 Journalize and post sales on account transactions in a sales journal
- 5.2 Journalize and post cash receipts transactions in a cash receipts journal
- 5.3 Journalize and post purchases on account transactions in a purchases journal
- 5.4 Journalize and post cash payments transactions in a cash payments journal
- 5.5 Prepare and complete a ten-column worksheet
- 5.6 Journalize and post adjusting and closing entries
- 5.7 Prepare financial statements
- 5.8 Prepare a post-closing trial balance
- 5.9 Use spreadsheet software to complete the end-of-the-fiscal-period work