

Course Title: Accounting I & II
 Number: 15-16
 Full Year Course

Late Work Policy

*All work completed on 3rd day following absence.
 See Mr. Nowotny for any other arrangements.
 All other late work not involving an absence will have a 15% Penalty Per Week*

<u>Std.</u>	<u>Chapter</u>	<u>Content</u>	<u>Skills</u>	<u>Assessment</u>	<u>National</u>
Chpt. 1-11 1-16 14-21, 23-28	Complete the various steps of the <u>Accounting Cycle</u>	Define Accounting Systems	Define the Accounting and explain the purpose of each step	Terms & Questions Practice Problems Automated Problems Study Guides Problem Tests	IA
Chpt. 2, 3, 11 1-15 14, 15, 17, 19, 1-7 21, 22, 23, 24, 25, 26, 28	<u>Accounting Process</u> Determine the value of assets, liabilities, and owner's equity according to generally accepted principles, explaining when and why they are used	Define and identify current and long-term assets and liabilities Explain purpose of notes to generally accepted principles, explaining when and why they are used	Automated Problems Apply techniques for acquisition, depreciation, & disposal of assets Compute gains or losses Explain impact of foreign currency Explain purpose of capital and drawing accounts Explain purpose of stock, paid-in capital, retained earnings & dividends	Terms & Questions Practice Problems IIC 1-4 Study Guides receivable & payable Calculate depreciation	IIA IIB
Chpt. 9, 17, 11-7 18, 19, 23 1-4	<u>Financial Statements</u> Prepare, interpret, and analyze financial statements using manual and computerized systems for service, merchandising, and manufacturing businesses	Analyze income statement and balance sheet for sole proprietorship, partnership, business Use spreadsheet to evaluate impact of changes in operating procedures, accounting methods and estimates	Terms & Questions Practice Problems Automated Problems merchandising & Problem Test	IIIA IIIB	

Use spreadsheet to prepare graphs & charts for analysis
 Explain importance of high ethical standards
 Prepare statement of cash flow

Chpt. 1, 2, 12,	<u>Special Applications</u> IVA 1-3	Explain the advantages &	Terms & Questions
13, 27, 28	Apply appropriate IVB 1-5	disadvantages of the 3 forms	Practice Problems
	Automated Problems	accounting principles IVC 1	of business ownership
		to various forms of ownership, payroll, income taxation, and managerial systems	Apply appropriate accounting principles to government and not-for-profit entities Study Guides IVD 1-7 Problem Test
			Prepare & maintain payroll records using manual and computer systems Prepare federal, state, & local payroll reports Understand Income Taxation Describe managerial accounting principles and systems
Advanced Course 1-2	<u>Interpretation & Use of Data</u>	Planning and control Prepare budget and	Terms & Questions use
	Automated Problems	Use planning and control	VA 1-4 Practice Problems VB
	Study Guides	principles to evaluate the	spreadsheet for analysis Apply differential analysis
Test		performance of an organiza- tion and apply differential analysis and present value concepts to make decisions	Evaluate capital investment opportunities Problem

Students will master the following competencies in Bookkeeping to receive credit:

1. THE ACCOUNTING CYCLE
 Explain the accounting equation
 Know the steps in the accounting cycle
 Understand the use and timing of interim statements
2. HOW TO SOLVE ACCOUNTING PROBLEMS
 Analyze and record business transactions
 Understand the language of transactions
 Recognize the form and content of accounting problems
3. JOURNALIZING
 Journalize in a general journal
 Journalize in four special journals: sales, purchases, cash receipts, cash payments
4. POSTING A TRANSACTION

Post from special journals to general ledger
Post to accounts receivable and accounts payable ledgers

5. ADJUSTING ENTRIES AND THE WORK SHEET

Prepare the work sheet with adjustments
Prepare financial statements
Journalize and post adjustments

6. CLOSING ENTRIES

Define and describe closing entries
Journalize and post closing entries
Prepare a post-closing trial balance

7. BANK RECONCILIATION

Check writing, endorsements, deposits
Reconciling bank statement
Journalize service charges

8. DEPRECIATION

Define depreciation
Journalize and post adjustments for depreciation

9. PAYROLL

Journalize and post payroll (deductions and contributions)
Recognize federal forms relating to payroll

10. PETTY CASH

Identify accounting concepts and practices related to a petty cash system
Establish and replenish a petty cash fund using a cash payments journal

11. ACCOUNTING SOFTWARE

Perform accounting tasks using automated software