

Orange Unified School District
ACCOUNTING I - COMPUTERIZED
Year Course

GRADE LEVEL: 9-11

PREREQUISITES: None

INTRODUCTION TO THE SUBJECT:

Accounting I is a comprehensive, self-contained, fully-computer integrated one-year course which gives an overview of the complete accounting process using both manual entry and industry-standard accounting software such as Excel, Peachtree, and QuickBooks. Basic theories and problems relating to a sole proprietorship are emphasized, while the partnership and corporate types of businesses are included. The accounting cycle for both service and merchandising businesses are included. The theory of double entry accounting, account classification, worksheets, and preparation of financial statements, and ethics will be discussed. This course supports the California Business Education Career Path and Model Curriculum Standards.

COURSE OBJECTIVES:

BY THE END OF THE COURSE THE STUDENT WILL BE ABLE TO:

Develop a knowledge and understanding of the language and concepts of Accounting I.

Obtain employability skills such as time management, problem-solving, and critical thinking.

Obtain technology skills by using MS Word, Excel, Peachtree and QuickBooks.

Obtain career goals knowledge in the field of accounting.

Analyze standard business financial reports by using a business simulation.

Review the accounting cycle for a sole proprietorship including transactional analysis journals, ledgers and posting, analysis of adjustments, the work sheet, financial statements, recording of adjusting, closing entries and the post closing trial balance.

Review the accounting cycle for a merchandising business including accounting for sales on account, cash receipts, purchases on account, cash payments, journal transactions, preparing a

ten-column worksheet, preparing financial statements for a corporation, and recording adjusting and closing entries.

Review accounting for payroll and payroll tax records.

Be involved in class discussion regarding the use of computers in accounting, the practice of ethics as related to the accounting field and the careers available in accounting.

COURSE OVERVIEW AND APPROXIMATE UNIT TIME ALLOTMENTS:

FIRST SEMESTER

WEEKS

| | |
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| I. Accounting Careers and Concepts | 1 |
| II. The Basic Accounting Cycle | 6 |
| A. Business transactions and the accounting equation | |
| B. Transactions that effect assets, liabilities, and owner's capital | |
| C. Transactions that effect revenue, expenses, and withdrawals | |
| D. Recording transactions in a general journal | |
| E. Posting journal entries to general ledger accounts | |
| III. Mini-Practice Set – Canyon.com Websites | 1 |
| IV. The Basic Accounting Cycle Continued | 5 |
| A. The six-column worksheet | |
| B. Financial statements for a sole proprietorship | |
| C. Completing the accounting cycle for a sole proprietorship | |
| D. Cash control and banking activities | |
| V. Mini Practice Set – Fast Track Tutoring | 1 |
| VI. Business Simulation Adventure Travels (Optional) | 1 (optional) |
| VII. Accounting for a Payroll System | 1 |
| A. Payroll accounting | |
| B. Payroll liabilities and tax records | |

SECOND SEMESTER (or QUARTER)

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|---|---|
| I. The Accounting Cycle for a Merchandising Corporation | |
| A. Accounting for sales and cash receipts | 2 |
| B. Accounting for purchases and cash payments | 1 |
| C. Special journals - sales and cash receipts | 1 |
| D. Special journals - purchases and cash payments | 1 |
| E. Adjustments and the ten-column worksheet | 1 |
| F. Financial statements for a corporation | 1 |

| | <u>WEEKS</u> |
|--|--------------|
| G. Mini-Practice Set – In Touch Electronics | 1 |
| H. Business simulation – Outer Banks Marketplace, Inc. | 1 |
| I. Accounting for special procedures | 1 |
| J. Mini-Practice Set - Kite Loft Inc. | 1 |
| K. Business simulation – Digital Express | 1 |
| L. Additional accounting topics including careers | 1 |
| M. Mini-Practice Set – Fine Finishes | 2 |
| N. Mini Practice Set – Fine Finishes | 2 |

DATE OF LAST CONTENT REVISION: April 1990

DATE OF CURRENT CONTENT REVISION: January 2007

DATE OF BOARD APPROVAL: February 8, 2007

Addendum

THE CALIFORNIA BUSINESS EDUCATION CAREER PATH AND MODEL CURRICULUM STANDARDS

California Business Education Career Path and Model Curriculum Standards for the finance and business industry sector career pathways in accounting services, banking and related services, and business financial management are:

1.0 Academics

Students understand the academic content required for entry into post-secondary education and employment in the finance and business sector.

2.0 Communications

Students understand the principles of effective oral, written, and multimedia communication in a variety of formats and contexts.

3.0 Career Planning and Management

Students understand how to make effective decisions, use career information, and manage personal career plans.

4.0 Technology

Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.

5.0 Problem Solving and Critical Thinking

Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking, and problem-solving techniques.

6.0 Health and Safety

Students understand health and safety policies, procedures, regulations, and practices, including the use of equipment and handling of hazardous materials.

7.0 Responsibility and Flexibility

Students know the behaviors associated with the demonstration of responsibility and flexibility in personal, workplace, and community settings.

8.0 Ethics and Legal Responsibilities

Students understand professional, ethical, and legal behavior consistent with applicable laws, regulations, and organizational norms.

9.0 Leadership and Teamwork

Students understand effective leadership styles, key concepts of group dynamics, team and individual decision-making, the benefits of workforce diversity, and conflict resolution.

10.0 Technical Knowledge and Skills

Students understand the essential knowledge and skills common to all pathways in the finance and business sector.

