

El Monte Union High School District

COURSE OUTLINE

High School DISTRICT

Title: Accounting I P

Transitional* ____Eng.Cluster Only)

Sheltered (SDAIE)*__Bilingual*__

AP**_____ Honors**_____

Department: Business and Marketing

Grade Level (s): 10-12

Semester () Year (X)

Year of State Framework Adoption: 2005

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This course meets
graduation requirements:

- () English
- () Fine Arts
- () Foreign Language
- () Health & Safety
- () Math
- () Physical Education
- () Science
- () Social Science
- (X) Elective

Department/Cluster Approval Date

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C. Unit of Study

- ‰ Chapter 1 – Starting a Proprietorship
 - 1.1 The Accounting Equation
 - 1.2 How Business Activities Change the Accounting Equation
 - 1.3 Reporting Financial Information on a Balance Sheet
- ‰ Chapter 2 – Starting a Proprietorship Changes That Affect Owner's Equity
 - 2.1 How Transactions Change Owner's Equity in an Accounting Equation
 - 2.2 Reporting Financial Information on a Balance Sheet
- ‰ Chapter 3 – Analyzing transactions into Debit and Credit Parts
 - 3.1 Using T Accounts
 - 3.2 Analyzing How Transactions Affect Accounts
 - 3.3 Analyzing How Transactions Affect Owner's Equity Accounts
- ‰ Chapter 4 – Recording Transactions in a General Journal
 - 4.1 Journals, Source Documents, and Recording Entries in a Journal
 - 4.2 Journalizing Buying Insurance, buying on Account, and Paying on Account
 - 4.3 Journalizing Transactions That Affect Owner's Equity Accounts
- ‰ Chapter 5 – Posting from General Journal to a General Ledger
 - 5.1 Preparing a Chart of Accounts
 - 5.2 Posting from a General Journal to a General Ledger
 - 5.3 Completed General Ledger, Proving Cash, and Making Correcting Entries
- ‰ Chapter 6 – Cash Control Systems
 - 6.1 Checking Accounts
 - 6.2 Bank Reconciliation
 - 6.3 Dishonored Checks and Electronic Banking
 - 6.4 Petty Cash
- ‰ Chapter 7 – Work Sheet for a Service Business
 - 7.1 Creating a Work Sheet
 - 7.2 Planning Adjusting Entries on a Work Sheet
 - 7.3 Extending Financial Statement Information on a Work Sheet
- ‰ Chapter 8 – Financial Statements for a Proprietorship
 - 8.1 Preparing an Income Statement
 - 8.2 Preparing a Balance Sheet
- ‰ Chapter 9 – Recording Adjusting and Closing Entries for a Service Business
 - 9.1 Recording Adjusting Entries
 - 9.2 Recording Closing Entries
 - 9.3 Preparing a Post-Closing Trial Balance
- ‰ Chapter 10 – Journalizing Purchases and Ca

- ‰ Chapter 11 – Journalizing Sales and Cash Receipts
 - 11.2 Journalizing Cash Receipts and Journal

‰ Chapter 12 – Posting to General and subsidiary Ledgers

- 12.1 Posting to an Accounts Payable Ledger
- 12.2 Posting to an Accounts Receivable Ledger
- 12.3 Posting from Journals to a General Ledger
- 12.4 Posting Totals to a General Ledger

‰ Chapter 13 – Preparing Payroll Records

- 13.1 Preparing Payroll Time Cards

Activities and Projects

point of \$100,000.00. Students must first do online research about the companies that they are interested in and then learn the language of investing such as stock quote, ticker symbols, diversification, bonds, mutual funds, dividends, etc. Next, they will make their initial trade to start their portfolios. Then they will determine either buy, sell, or hold their portfolios for a duration of 10 weeks. At the conclusion of the game, students will use Excel to graph their earnings or losses and write a report to reflect their experience in the game. This unit is infused throughout one semester and intended as exposure to the world of financial investment.

Case Study

C. Minimal Attainment (Required to Pass):

In all assignments and projects, students are expected to achieve 70% minimum grade in quantity and quality of work.

State Framework:

Standards used in this course outline follow the California Career Technical Education Model Curriculum Standards published by the California Department of Education, 2005.

A. Accounting Services Pathway

A1.0 Students understand the basic principles and procedures of the accounting cycle.

A1.1 Understand the accounting cycle for service businesses and merchandise businesses.

A1.2 Examine, analyze, and categorize financial transactions.

A1.3 Complete the accounting cycles for a service business and a merchandise business.

A1.4 Prepare, analyze, and interpret financial statements for various business entities.

A2.0 Students understand and apply accounting principles and concepts.

A2.1 Understand how to identify current and long-term assets and liabilities.

A2.3 Understand the processes involved in revenue recognition and in matching of income and expense..

A2.4 Know the procedures for the acquisition, disposition, and depreciation of fixed assets.

A2.5 Use basic concepts of financial analysis to interpret financial statements.

A2.6 Know payroll procedures.

A3.0 Students understand governing agencies and the typical development and structure of various business environments:

A3.1 Understand the major types of business organizations and the risks and benefits of each.

A4.0 Students understand how the basic principles of internal control systems relate to the accounting cycle.

A4.1 Understand a variety of internal control measures.

A4.2 Know cash management techniques..

A1.3 Understand the role of managerial accounting.

A1.4 Understand how planning and control principles are used to evaluate the performance of an organization.

ACCOUNTING 1 PACING PLAN

SPECIFIC COURSE OBJECTIVES	UNITS OF STUDY	TIME
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aa). Establish and maintain an automated accounting system for service and merchandising businesses.	Reinforcement Activity 2 / Creating the Band	2 weeks
ab). Learn the 10-key touch type method.	MicroType	1 week
ac). Identify accounting concepts and practices related to purchases and cash payments.	Chapter 18	1 week
ad). Identify accounting concepts and practice to sales and cash receipts.	Chapter 19	1 week
ae). Identify accounting concepts and practice		