



ACCOUNTING I

Standards

- Acquire accounting vocabulary and business skills used in accounting.
- List and identify characteristics of the three basic accounting equation elements.
- Apply the theory of debit and credit to the accounting equation, define a business transaction, and show how and why accounts are increased and decreased.
- Identify and use source documents for journalizing transactions, post journal entries to a ledger, and prepare a trial balance.
- Prepare, analyze and interpret financial statements.
- Complete the accounting cycle.
- Demonstrate an understanding of cash control systems.
- Acquire automated accounting competency or calculator proficiency if computers are not available (OPTIONAL STANDARD).

Performance Objectives

- Define the basic accounting equation.
- Classify items as assets, liabilities, or owner's equity accounts.
- Explain why the accounting equation must be in balance.
- Use a chart of accounts and identify the normal debit or credit balance of accounts.
- Analyze transactions that increase/decrease assets, liabilities and owner's capital accounts and record them in T-accounts.
- Analyze and journalize business transactions using source documents.
- Open general ledger accounts and post business transactions.
- Prepare a trial balance.
- Prepare an income statement and a balance sheet.
- Describe how financial statements articulate with each other.
- Analyze, journalize, and post closing entries.
- Prepare a post-closing trial balance.
- Prepare banking documents/forms.
- Prepare a bank reconciliation and necessary journal entries.
- Establish and replenish a petty cash fund.