

**Department: Business**

**Course Title: Computerized Accounting I**

**Course #: 621**

**DESCRIPTION OF COURSE:** Students will learn to record and process business transactions for proprietorships and partnerships. They will understand basic accounting principles needed for problem solving. In addition, students will understand basic accounting equation application and therefore, be able to prepare and analyze business records. Achievement will be demonstrated through textbook and workbook activities, as well as completion of accounting forms, tests, and projects. Accounting I and Accounting II are recommended for any student who is planning to major in a business-related field on the past-secondary level.

| <b>REQUIRED TOPICS OF STUDY</b>                   | <b>SUGGESTED INSTRUCTIONAL TIME</b> | <b>STANDARDS/ ASSESSMENT ANCHORS</b> |
|---|-------------------------------------|--------------------------------------|
| Complete accounting cycle for sole proprietorship | 6 weeks                             | 2.4.11E/2.5.11A/2.5.11C              |
| Introduction to automated accounting              | 1 week                              | 3.6.12B/3.7.12D                      |
| Complete accounting cycle for partnership         | 6 weeks                             | 2.4.11E/2.5.11A/2.5.11C              |
| Complete accounting simulation                    | 1 week                              | 3.6.12B/3.7.12D                      |
| Complete accounting simulation                    | 3 weeks                             | 1.1.11F                              |

**INSTRUCTIONAL RESOURCES:**

Century 21 Accounting 8e, Gilbertson, Lehman & Ross with working papers