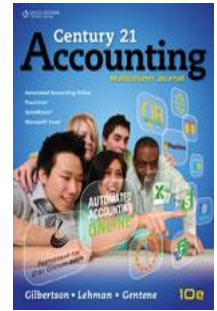


# ACCOUNTING I



**A**ccounting is for students who have a variety of career objectives. Some students desire beginning vocational preparation for careers in accounting. Others look forward to careers in related business fields for which mastery of some accounting knowledge is needed. Some students seek a foundation on which to continue studying business and accounting at the collegiate level.

## COURSE OUTLINE

### **PART I: ACCOUNTING FOR A SERVICE BUSINESS ORGANIZED AS A PROPRIETORSHIP**

- Chapter 1 Starting a Proprietorship: Changes That Affect the Accounting Equation
- Chapter 2 Analyzing Transactions into Debit and Credit Parts
- Chapter 3 Journalizing Transactions
- Chapter 4 Posting to a General Ledger
- Chapter 5 Cash Control Systems

### ***REINFORCEMENT ACTIVITY 1—PART A***

- Chapter 6 Work Sheet and Adjusting Entries for a Service Business
- Chapter 7 Financial Statements for a Proprietorship
- Chapter 8 Recording Closing Entries and Preparing a Post-Closing Trial Balance for a Service Business

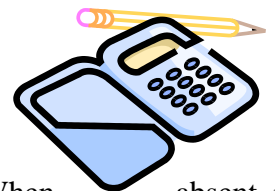
### ***REINFORCEMENT ACTIVITY 1—PART B***

### **PART II: ACCOUNTING FOR A SERVICE BUSINESS ORGANIZED AS A CORPORATION**

- Chapter 9 Accounting for Purchases and Cash Payments
- Chapter 10 Accounting for Sales and Cash Receipts
- Chapter 11 Accounting for Transactions Using a General Journal
- Chapter 12 Preparing Payroll Records
- Chapter 13 Accounting for Payroll and Payroll Taxes

### ***REINFORCEMENT ACTIVITY 2—PART A***

### **Automated Accounting Simulations**



## ATTENDANCE

**G**ood attendance is expected and necessary in fulfilling the course requirements. When absent, it is the responsibility of the student to ask for the missing assignment(s). Ample time will be allowed to make up work. Unjustified absences will be handled in accordance with school policy. Late assignments **will not** be accepted without prior approval from the teacher.

## GRADING

Grades will be based on daily work, audits, problem and objective tests and the final simulation packet.

1 <sup>st</sup> 10 Weeks	40%
2 <sup>nd</sup> 20 Weeks	40%
Final Exam	20%

