



HIGH SCHOOL

ACCOUNTING I YEAR AT A GLANCE

MRS. GARZA

TOPICS COVERED	DATES	TEKS
Career pathways in accounting (CPA vs. Private Accounting); Business organizational forms (Sole Proprietorship, Partnership, Corporation); The Accounting Equation ($Assets = Liabilities + Owner's Equity$); Setting up a new company profile in QuickBooks.	AUGUST 12 - SEPTEMBER 24	130.187(c)(1) Employability skills; 130.187(c)(2) Accounting industry terminology, ethics, and career planning
Double-entry bookkeeping: Rules of Debit and Credit (T-Accounts); Analyzing transactions involving revenue, expenses, and withdrawals; Creating custom accounts and sub-accounts in QuickBooks.	SEPTEMBER 28 - NOVEMBER 6	130.187(c)(3) Process daily business transactions using double-entry accounting principles
Recording entries in a 5-column General Journal using source documents; Posting journal entries to the General Ledger and preparing a Trial Balance; Bank reconciliations and petty cash management in manual and QuickBooks environments.	NOVEMBER 9 - DECEMBER 18	130.187(c)(4) Accounts Payable procedures; 130.187(c)(5) Accounts Receivable procedures
Preparing a 10-column End-of-Period Worksheet; Generating the Income Statement and Balance Sheet; Running built-in financial reports in	JANUARY 5 - FEBRUARY 12	130.187(c)(6) Financial statement preparation and analysis

QuickBooks and exporting to Excel.		
Recording temporary account closing entries (Income Summary); Post-closing trial balances; Special journals: Sales, Purchases, Cash Receipts, and Cash Payments; Managing inventory items and purchase orders in QuickBooks.	FEBRUARY 15 - APRIL 2	130.187(c)(7) Merchandise inventory management; 130.187(c)(8) Corporate and merchandising accounting functions
Adjusting entries for inventory shrinkage, prepaid expenses, and unearned revenue; Comprehensive Accounting Simulation: Running a business manual cycle side-by-side with QuickBooks; Final performance assessment: QuickBooks User Certification preparation/practice.	APRIL 5 - MAY 19	130.187(c)(9) Complete accounting cycle for service/merchandising businesses using technology