



Hamburg Area School District

Course Guide

Name:	Accounting I 532
Grade(s):	10-12
Length:	<i>Place an X next to the correct option</i>
X	Full-Year (180 Sessions)
	Semester (90 Sessions)
	Quarter (45 Sessions)
	Other (Specify):
Text:	Cengage Mindtap online textbook, workbook, simulations Century 21 Accounting; Claudia Bienias Gilbertson & Mark W. Lehman; South-Western Cengage Learning 2019
Date Approved or Updated:	2020-2021

Description: Accounting teaches the basic principles of managing money. Students learn how to chart assets, liabilities, owner equity, revenue, and expenses. Although personal financial accounting is discussed, the major emphasis of the course is in its role in the business world-service, merchandizing, and corporate accounting. The use of spreadsheets and other computer software is included. This course may be used to satisfy the graduation requirement in mathematics.

**Hamburg Area School District
Course Plan
(Business)**

Course Name: Accounting

Unit: Accounting for a Service Business Organized as a Proprietorship

Time Line: 6 cycles

Essential Content/Essential Questions	Performance Objectives	Standards/Anchors
<p>Starting a Proprietorship: Changes that affect the accounting equation</p> <p>What is a proprietorship? What is the accounting equation? How do business activities change the accounting equation?</p>	<p>Define accounting terms and identify concepts and practices related to starting a service business organized as a proprietorship and to changes that affect the accounting equation.</p> <p>Classify accounts as assets, liabilities, or owner's equity and demonstrate their relationships in the accounting equation.</p> <p>Analyze how transactions affect accounts in an accounting equation.</p>	<p>2.2.11 A 6.2.12 A 3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>
<p>Analyzing Transactions into Debit and Credit Parts</p> <p>What are credits and debits? What are T Accounts? How do transactions affect accounts? How do transactions affect owner's equity accounts?</p>	<p>Define accounting terms and identify accounting practices related to analyzing transactions into debit and credit parts.</p> <p>Use T accounts to analyze transactions showing which accounts are debited and credited for each transaction.</p> <p>Analyze how transactions to set up a business affect accounts.</p> <p>Analyze how transactions affect owner's equity accounts.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>
<p>Journalizing Transactions</p> <p>What is journalizing? How do you journalize buying insurance, buying on account, and paying on account? How do you journalize transactions that affect owner's equity and receiving cash on account? How do you prove and rule a journal?</p>	<p>Define accounting terms and identify accounting concepts and practices related to journalizing transactions.</p> <p>Record transactions to set up a business in a five-column journal.</p> <p>Record transactions to buy insurance for cash and supplies on account in a five-column journal.</p> <p>Record transactions affecting owner's equity and receiving cash on account in a five-column journal.</p> <p>Prove and rule a five-column journal and prove cash.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>

<p>Posting to a General Ledger</p> <p>What is the General Ledger? What is a Chart of Accounts? How do you post journal entries to the General Ledger? How do you make accounting corrections?</p>	<p>Define accounting terms and identify accounting concepts and practices related to posting from a journal to a general ledger.</p> <p>Prepare a chart of accounts for a service business organized as a proprietorship.</p> <p>Post separate amounts from a journal to a general ledger.</p> <p>Post column totals from a journal to a general ledger.</p> <p>Analyze and journalize correcting entries.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>
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**Hamburg Area School District
Course Plan
(Business)**

Course Name: Accounting

Unit: Accounting for a Service Business Organized as a Proprietorship

Time Line: 7 cycles

Essential Content/Essential Questions	Performance Objectives	Standards/Anchors
<p>Cash Control Systems</p> <p>What is a checking account? How are checks recorded? How are checking accounts reconciled? How do you handle dishonored checks and electronic funds transfers on the company books? What is petty cash and how is it recorded in the company accounts?</p>	<p>Define accounting terms and identify accounting concepts and practices related to using a checking account and a petty cash fund.</p> <p>Prepare business papers related to using a checking account. Reconcile a bank statement.</p> <p>Journalize dishonored checks and electronic banking transactions.</p> <p>Establish and replenish a petty cash fund.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.10 D 3.7.12 A</p>
<p>Work Sheet for a Service Business</p> <p>What is a worksheet? How are adjustments made at the end of the fiscal period? How do you extend financial statement information after making adjustments? How do you calculate net income or loss? How do you identify and correct errors on the worksheet?</p>	<p>Define accounting terms and identify accounting concepts and practices related to a work sheet for a service business organized as a proprietorship.</p> <p>Prepare a heading and a trial balance on a worksheet.</p> <p>Plan adjustments for supplies and prepaid insurance.</p> <p>Complete a work sheet for a service business organized as a proprietorship.</p> <p>Identify selected procedures for finding and correcting errors in accounting records.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.10 D 3.7.12 A</p>
<p>Financial Statements for a Proprietorship</p> <p>How do you prepare the income statement? How do you prepare the balance sheet?</p>	<p>Define accounting terms and identify accounting concepts and practices related to financial statements for a service business organized as a proprietorship.</p> <p>Prepare an income statement for service business organized as a proprietorship and analyze an income statement using component percentages.</p>	<p>2.2.11 A 2.2.11 F 2.2.11 E 3.7.7 A 7.7.7 C</p>

	<p>Prepare a balance sheet for a service business organized as a proprietorship.</p>	<p>3.7.10 B 3.7.12 A</p>
<p>Recording Adjusting and Closing Entries for a Service Business</p> <p>How do you close the fiscal period? How do you record adjusting and closing entries? How do you prepare a post-closing trial balance?</p>	<p>Define accounting terms and identify accounting concepts and practices related to adjusting and closing entries for a service business organized as a proprietorship.</p> <p>Record adjusting entries for a service business organized as a proprietorship.</p> <p>Record closing entries for a service business organized as a proprietorship.</p> <p>Prepare a post-closing trial balance for a service business organized as a proprietorship.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>

**Hamburg Area School District
Course Plan
(Business)**

Course Name: Accounting

Unit: Accounting for a Merchandising Business Organized as a Corporation

Time Line: 6 cycles

Essential Content/Essential Questions	Performance Objectives	Standards/Anchors
<p>Journalizing Purchases and Cash Payments</p> <p>How do you journalize purchases using a purchases journal? How do you journalize cash payments using a cash payments journal? How do you perform additional cash payments journal operations? How do you journalize other transactions using a general journal?</p>	<p>Define and identify accounting terms related to purchases and cash payments for a merchandising business.</p> <p>Journalize purchases of merchandise using a purchases journal.</p> <p>Journalize cash payments and cash discounts using a cash payments journal.</p> <p>Prepare a petty cash report and journalize the reimbursement of the petty cash fund.</p> <p>Total, prove, and rule a cash payments journal and start a new cash payments journal page.</p> <p>Journalize purchases returns and allowances and other transactions using a general journal.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>
<p>Journalizing Sales and Cash Receipts using Special Journals</p> <p>How do you journalize sales on account using a sales journal? How do you journalize cash receipts using a cash receipts journal? How do you record transactions using a general journal?</p>	<p>Define accounting terms and identify accounting concepts and practices related for a merchandise business.</p> <p>Journalize sales on account using a sales journal.</p> <p>Journalize cash receipts using a cash receipts journal.</p> <p>Record sales returns and allowances using a general journal.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>
<p>Posting to General and Subsidiary Ledgers</p> <p>How do you post to an accounts payable ledger? How do you post to an accounts receivable ledger?</p>	<p>Define accounting terms and identify accounting practices related to posting to ledgers.</p> <p>Post separate items from purchases, cash payments, and general journal to an accounts payable ledger.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>

<p>How do you post from journals to a general ledger? How do you post special journal totals to a general ledger? How do you correct errors in subsidiary ledger accounts?</p>	<p>Post separate items from a sales, cash receipts, and general journal to an accounts receivable ledger.</p> <p>Post separate items from a cash payments and general journal to a general ledger.</p> <p>Post special journal column totals to a general ledger.</p> <p>Journalize and post correcting entries affecting customer accounts.</p>	
<p>Preparing Payroll Records</p> <p>How do you prepare payroll time cards? How do you determine payroll tax withholding? How do you prepare payroll records? How do you prepare payroll checks?</p>	<p>Identify accounting terms and identify accounting practices related to payroll records.</p> <p>Complete a payroll time card.</p> <p>Calculate payroll taxes.</p> <p>Complete a payroll register and an employee earnings record.</p> <p>Prepare payroll checks.</p>	<p>2.2.11 A 2.2.11 C 2.2.11 D 3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>

**Hamburg Area School District
Course Plan
(Business)**

Course Name: Accounting

Unit: Accounting for a Merchandising Business Organized as a Corporation

Time Line: 11 cycles

Essential Content/ Essential Questions	Performance Objectives	Standards/ Anchors
<p>Payroll Accounting, Taxes, and Reports</p> <p>How do you record a payroll? How do you record employer payroll taxes? How do you report withholding and payroll taxes? How do you pay withholding and payroll taxes?</p>	<p>Define accounting terms and identify accounting concepts and practices related to payroll accounting, taxes, and reports.</p> <p>Analyze payroll transactions and record a payroll.</p> <p>Record employer payroll taxes.</p> <p>Prepare selected payroll tax reports.</p> <p>Pay and record withholding and payroll taxes.</p>	<p>2.2.11 A 2.2.11 F 2.4.11 E 2.5.11 C 2.5.11 D 3.7.7 A 7.7.7 C 3.7.12 A</p>
<p>Distributing Dividends and preparing a Work Sheet for a merchandising business</p> <p>How do you distribute corporate earnings to stockholders? How do you begin an 8-column work sheet for a merchandising business? How do you plan and record a merchandise inventory adjustment? How do you plan and record an allowance for uncollectible accounts adjustment? How do you plan and record depreciation adjustments? How do you calculate federal income tax and complete a work sheet?</p>	<p>Define accounting terms and identify accounting concepts and practices related to distributing dividends and preparing a worksheet for a merchandise business.</p> <p>Journalize the declaration and payment of a dividend.</p> <p>Begin a work sheet for a merchandising business.</p> <p>Plan work sheet adjustments for merchandise inventory, supplies, prepaid expenses, uncollectible accounts, and depreciation.</p> <p>Calculate federal income tax and plan the work sheet adjustment for federal income tax.</p> <p>Complete a work sheet for a merchandising business.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.10 D 3.7.12 A</p>

<p>Financial Statements for a Corporation</p> <p>How do you prepare an income statement? How do you analyze an income statement? How do you prepare a statement of stockholders' equity? How do you prepare a balance sheet?</p>	<p>Define accounting terms and identify accounting concepts and practices related to financial statements for a merchandising business organized as a corporation.</p> <p>Prepare an income statement for a merchandising business organized as a corporation.</p> <p>Analyze an income statement using component percentages and financial ratios. Prepare a statement of stockholders' equity for a merchandising business organized as a corporation.</p> <p>Prepare a balance sheet for a merchandising business organized as a corporation.</p>	<p>2.2.11 A 2.2.11 F 2.4.11 E 3.7.7 A 7.7.7 C 3.7.10 B 3.7.10 D 3.7.12 A</p>
<p>Recording Adjusting and Closing Entries for a Corporation</p> <p>How do you record adjusting entries? How do you record closing entries for income statement accounts? How do you prepare a post-closing trial balance?</p>	<p>Identify accounting concepts and practices related to adjusting and closing entries for a merchandising business organized as a corporation.</p> <p>Record adjusting entries.</p> <p>Record closing entries for income statement accounts.</p> <p>Record closing entry for dividends.</p> <p>Prepare a post-closing trial balance.</p>	<p>3.7.7 A 7.7.7 C 3.7.10 B 3.7.12 A</p>