

# *Wallenpaupack Area School District*

## **COURSE:** Accounting I

**GRADE LEVEL:** 10<sup>th</sup> –12<sup>th</sup> Grades

**LENGTH OF COURSE:** 90 days or 1/2 year

**TEXT:** Century 21 Accounting (General Journal Approach) 6<sup>th</sup> Edition  
Chapter 1-18 Working Papers and Study Guides Workbook

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### **COURSE DESCRIPTION:**

This first-year accounting course will give students a thorough background in the basic accounting procedures used in operating a business. Students will learn to journalize and post transactions using the general journal and special journal approach. Students will also learn to complete adjusting and closing entries and prepare the financial statements for a business. The accounting procedures presented will also serve as a sound background for employment in office jobs and preparation for studying business courses in college.

### **CURRICULUM WRITING TEAM:**

Mr. James Ahern

### **DATE OF REVISION:**

Spring 2005

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10 – 12

**Unit:** Chapter 2  
Starting a Proprietorship

**PA Standards:**

<b>Topics:</b> Starting a sole proprietorship	<b>Skills:</b> Define terms related to starting a service business Identify accounting concepts and practices related to starting a service business Classify accounts as assets, liabilities, or owner's equity Analyze how transactions related to starting a service business affect accounts in an accounting equation Prepare a balance sheet for a service business organized as a proprietorship from information in an accounting equation
<b>Activities:</b> Take chapter notes Complete Chapter Drills Complete Chapter Exercises	<b>Performance Assessments:</b> Chapter 2 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 3  
Starting a Proprietorship:  
Changes that affect Owner's  
Equity

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Changes that affect Owner's Equity	Define terms related to changes that affect owner's equity for a service business Identify accounting concepts and practices related to changes that affect owner's equity for a service business Analyze changes that owner's equity in an accounting equation Prepare a balance sheet for a service business from information in the accounting equation
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 3 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 4  
Analyzing Transactions into  
Debits and Credits

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Analyzing transactions into debits and credits	Define terms related to analyzing transactions into debit and credit parts Identify accounting practices related to analyzing transactions into debit and credit parts Use T accounts to analyze transactions showing which accounts are debited or credited for each transaction Verify the equality of debits and credits for each transaction
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 4 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 5  
Recording Transactions in a  
General Journal

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Recording Transactions in a General Journal	Define terms related to journalizing transactions Identify accounting concepts and practices related to journalizing transactions Record selected transactions in a general journal
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 5 Test Chapter 2-5 Unit Exam

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 6  
Posting from a General Journal  
to a General Ledger

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Posting from a General Journal to a General Ledger	Define terms related to posting from a general journal to a general ledger Identify accounting concepts and practices related to posting to the ledger Prepare a chart of accounts for a service business Post amounts from a journal to a ledger
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 6 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 7  
Cash Control Systems

**PA Standards:**

<b>Topics:</b> Cash Control Systems	<b>Skills:</b> Define terms related to using a checking account and a petty cash fund Identify accounting concepts and practices related to using a checking account Prepare business papers related to using a checking account Reconcile a bank statement Establish and replenish a petty cash fund Record selected transactions related to using a checking account and a petty cash fund
<b>Activities:</b> Take chapter notes Complete Chapter Drills Complete Chapter Exercises	<b>Performance Assessments:</b> Chapter 7 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 8  
Worksheet for a Service Business

**PA Standards:**

<b>Topics:</b> Preparing a Worksheet for a Service Business	<b>Skills:</b> Define terms related to a worksheet for a service business Identify accounting concepts and practices related to a worksheet Plan adjustments for supplies and prepaid insurance Complete a worksheet for a service business Identify selected procedures for finding and correcting errors in accounting records
<b>Activities:</b> Take chapter notes Complete Chapter Drills Complete Chapter Exercises	<b>Performance Assessments:</b> Chapter 8 Test



# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 9  
Financial Statements for a  
Proprietorship

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Prepare the Financial Statements for a Proprietorship	Define terms related to financial statements for a service business Identify accounting concepts and practices related to preparation of financial statements for a service business Prepare an income statement Analyze an income statement using component percentages
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 9 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 10  
Recording Adjusting and  
Closing Entries for a Service  
Business

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Recording Adjusting and Closing Entries for a Service Business	Define terms related to adjusting and closing entries for a service business Identify accounting concepts and practices related to adjusting and closing entries Record adjusting entries for a service business Record closing entries for a service business Prepare a post-closing trial balance
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 10 Test Chapter 6-10 Unit Exam

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Business Simulation

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Video Transfer – A Business Simulation	Complete a business simulation packet that incorporates accounting concepts from Chapters 1- 10.
<b>Activities:</b>	<b>Performance Assessments:</b>
Journalize and post transactions from narrative, prepare financial statements and perform the adjusting and closing entries for the simulation	Audit Test of Working Papers

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 11  
Journalizing Purchases and  
Cash Payments Using Special  
Journal

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Journalizing Purchases and Cash Payments Using Special Journal	Define terms related to purchases and cash payments for a merchandising business Identify accounting concepts and practices related to purchases and cash payments Analyze purchases and cash payments transactions Journalize purchases and cash payments transactions Total and rule a purchases journal Prove and rule a cash payments journal
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 11 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 12  
Journalizing Sales and Cash  
Receipts Using Special Journals

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Journalizing Sales and Cash Receipts Using Special Journals	Define terms related to sales and cash receipts for a merchandising business Identify accounting concepts and practices related to sales and cash receipts Analyze sales and cash receipts transactions Journalize sales and cash receipts transactions Prove and rule a sales and cash receipts journal
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 12 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 13  
Posting to General and  
Subsidiary Ledgers

**PA Standards:**

<b>Topics:</b> Posting to General and Subsidiary Ledgers	<b>Skills:</b> Define terms related to posting from purchases, cash payments, general, sales, and cash receipts journals Identify accounting concepts and practices related to posting from the special journals Open accounts in accounts payable and accounts receivable ledgers Post to a general ledger and subsidiary ledgers Prepare schedules of accounts payable and accounts receivable
<b>Activities:</b> Take chapter notes Complete Chapter Drills Complete Chapter Exercises	<b>Performance Assessments:</b> Chapter 13 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 14  
Preparing Payroll Records

**PA Standards:**

<b>Topics:</b> Preparing Payroll Records	<b>Skills:</b> Define terms related to payroll records Identify accounting practices related to payroll records Calculate payroll records Prepare payroll checks
<b>Activities:</b> Take chapter notes Complete Chapter Drills Complete Chapter Exercises	<b>Performance Assessments:</b> Chapter 14 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 15  
Payroll Accounting, Taxes, and Reports

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Payroll Accounting, Taxes, and Reports	Define terms related to payroll taxes and reports Identify concepts and practices related to payroll accounts, taxes, and reports Analyze payroll transactions Journalize and post payroll transactions Prepare selected payroll tax reports
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 15 Test



# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 16

**PA Standards:**

<b>Topics:</b> Prepare a Worksheet for a Merchandising Business	<b>Skills:</b> Define terms related to a worksheet for a merchandising business Identify accounting concepts and practices related to worksheet for a merchandising business Plan adjustments on a worksheet for a merchandising business Complete a worksheet for a merchandising business
<b>Activities:</b> Take chapter notes Complete Chapter Drills Complete Chapter Exercises	<b>Performance Assessments:</b> Chapter 16 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 17  
Financial Statements for a  
Partnership

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Prepare the Financial Statements for a Partnership	Define terms related to financial statements for a merchandising business Identify accounting concepts and practices related to financial statements Prepare an income statement for a merchandising business Analyze an income statement using component percentages Prepare a distribution of net income statement Prepare an owner's equity statement for a merchandising business Prepare a balance for a merchandising business
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 17 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Chapter 18  
Recording Adjusting and  
Closing Entries for a  
Partnership

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Recording Adjusting and Closing Entries for a Partnership	Identify concepts and practices related to adjusting and closing entries for a merchandising business Record adjusting entries for a merchandising business Record closing entries for a merchandising business Prepare a post-closing trial balance for a merchandising business
<b>Activities:</b>	<b>Performance Assessments:</b>
Take chapter notes Complete Chapter Drills Complete Chapter Exercises	Chapter 18 Test

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Business Simulation II

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Viking Marine – A business simulation	Complete a business simulation packet that incorporates all accounting concepts learned to date
<b>Activities:</b>	<b>Performance Assessments:</b>
Journalize and post transactions from narrative, prepare financial statements and perform the adjusting and closing entries for the simulation	Audit Test of Working Papers

# Wallenpaupack Area School District

**Course:** Accounting

**Grade Level:** 10-12

**Unit:** Computerized Accounting  
QuickBooks Pro 2005

**PA Standards:**

<b>Topics:</b>	<b>Skills:</b>
Computerized Accounting QuickBooks Pro 2005	Complete computerized accounting module using QuickBooks accounting software to perform day-to-day accounting procedures.
<b>Activities:</b>	<b>Performance Assessments:</b>
Complete lessons 2 through lesson 15	Audit test of lesson files