

BU705O/ Accounting 1 Syllabus

Course Title----- Accounting 1
 Course Number----- BU705O
 Grades:----- 09-12
 High School Credit Value:----- 0.5
 Prerequisites:----- N/A

Course Length:----- Regular courses: 17 weeks
 CR: 9-17 weeks.

Course Time:----- Regular courses: 17 week schedule: 75 - 90
 minutes per school day (6-7.5 hours per
 week)
 Credit Retrieval: 75 - 90 minutes per
 school day (6-7.5 hours per week) until
 course completion.

{ Course Description }

Through this course, students will gain a foundation in the skills needed for college accounting courses, office work, and managing their own small businesses. These skills are necessary for any student planning to major in business in college. In this Introduction to Accounting Course, students who have never had prior accounting training are given an overview of the three forms of accounting: Financial, Cost and Management Accounting. The course helps build an appreciation for the role of accounting in managing a profitable business. It covers the basic concepts, conventions and rules of the double entry system. It introduces techniques to analyze ratios from the balance sheet. The concepts of ethics, integrity, confidentiality and rigor are woven through all the chapters.

Accounting 1 and 2 are each semester long courses. Students must take & pass Accounting 1 before moving on to Accounting 2.

This course helps meet the state minimum requirements of 1.0 Occupational education (CTE - CIP: 520301) credits or it may be used toward the 5.5 minimum elective credits required. Please check with your district for more specific requirements.

Course Materials:

Internet

State Alignments

Washington State Standards guided the design of the course. Learning expectations are found within the course itself.

Common Core or Priority Standard	Description of Standard	Units
1	Accounting Cycle: Apply, evaluate, and analyze the various steps in the accounting cycle for various forms of ownership.	3

2	Accounting Process: Apply generally accepted accounting principles to determine the effect on assets, liabilities and owner's equity.	3, 4
3	Financial Statement: Prepare, interpret, and analyze financial statements using manual or computerized systems for service, merchandising, and manufacturing businesses.	4
4	Payroll: Synthesize data and apply accounting principles to prepare and maintain payroll records for various forms of ownerships.	5
5	Employability: Identify, understand and apply employability skills and workplace readiness skills as required by employers.	2

Course Outline

17 Week:

Unit 1 Course Overview(1 Week)

Section 1 – Course Introduction

Section 2 – Getting Started

Unit 2 Introduction to Accounting (1 Week)

Section 1 – Introduction to Accounting: Introduction

Section 2 – You and the World of Accounting

Section 3 – The World of Business and Accounting

Section 4 – Unit Exam

Unit 3 The Basic Accounting Cycle (3 weeks)

Section 1 – The Basic Accounting Cycle: Introduction

Section 2 – Business Transactions and the Accounting Equation

Section 3 – Transactions That Affect Assets, Liabilities, and Owner's Capital

Section 4 – Transactions That Affect Revenue, Expenses and Withdrawals

Section 5 – Unit Exam

Unit 4 Application of the Basic Accounting Cycle (9 Weeks)

Section 1 – The Accounting Cycle: Introduction

Section 2 – Recording Transactions in a General Journal

Section 3 – Posting Journal Entries to General Ledger Account

Section 4 – The Accounting Worksheet

Section 5 – The Income Statement

Section 6 – Financial Statements of Sole Proprietorship

Section 7 – Preparing Closing Entries

Section 8 – Posting Closing Entries and Preparing a Post-Closing Trial Balance

Section 9 – Banking Procedures

Section 10 – Reconciling the Bank Statement

Section 11 – Unit Exam

Unit 5 Accounting for Payroll System (2 Weeks)

Section 1 – Accounting for a Payroll System: Introduction

Section 2 – Payroll Accounting

Section 3 – Payroll Liabilities and Tax Records

Section 4 – Unit Exam

Semester 1 Exam (1 Week)

12 Week:

Unit 1 Course Overview(1/2 Week)

Section 1 – Course Introduction

Section 2 – Getting Started

Unit 2 Introduction to Accounting (1/2 Week)

Section 1 – Introduction to Accounting: Introduction

Section 2 – You and the World of Accounting

Section 3 – The World of Business and Accounting

Section 4 – Unit Exam

Unit 3 The Basic Accounting Cycle (2 weeks)

Section 1 – The Basic Accounting Cycle: Introduction

Section 2 – Business Transactions and the Accounting Equation

Section 3 – Transactions That Affect Assets, Liabilities, and Owner's Capital

Section 4 – Transactions That Affect Revenue, Expenses and Withdrawals

Section 5 – Unit Exam

Unit 4 Application of the Basic Accounting Cycle (6 Weeks)

Section 1 – The Accounting Cycle: Introduction

Section 2 – Recording Transactions in a General Journal

Section 3 – Posting Journal Entries to General Ledger Account

Section 4 – The Accounting Worksheet

Section 5 – The Income Statement

Section 6 – Financial Statements of Sole Proprietorship

Section 7 – Preparing Closing Entries

Section 8 – Posting Closing Entries and Preparing a Post-Closing Trial Balance

Section 9 – Banking Procedures

Section 10 – Reconciling the Bank Statement

Section 11 – Unit Exam

Unit 5 Accounting for Payroll System (2 Weeks)

Section 1 – Accounting for a Payroll System: Introduction

Section 2 – Payroll Accounting

Section 3 – Payroll Liabilities and Tax Records

Section 4 – Unit Exam

Semester 1 Exam (1 Week)

Course Work

- Print the LPC (Learning Plan Contract) and follow the weekly plan for turning in assignments.
- Design a weekly work schedule that includes at least 5 hours of working in this course.
- Complete and submit assignments, quizzes, exams and projects. Both formative and summative assessments are used throughout the course.

Grading

Students are allowed to revise and resubmit work to meet standards.

Occupational Credit:

This course may qualify for *occupational credit. Please consult your school counselor for further clarification.

*Please note that FLA901 (Sign Language) does not qualify for occupational credit.

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