

# ACCOUNTING 1 COURSE OUTLINE

Grades 9-12; Elective; 1 Credit/Year

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ROOM 152

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## Resource Materials

Century 21 South – Western Accounting: Multicolumn Journal (First Year Course), 8th Edition  
Students are required to supply and maintain a notebook and folder

## Course Objectives

Introductory Accounting enforces the student's knowledge in the use of business papers, forms and reports involved in accounting records. The course will build skills in problem-solving, interpersonal communications, and use of computers in a business setting. The course develops the necessary skill to analyze and interpret accounting information necessary for the solution of business problems. The accounting cycle is learned. The material is reinforced when the students keep an entire set of books for a simulated company. Group based, Active Interactive Collaborative Learning will be used extensively in this course to deal with both individual and group assignments. Students are encouraged to discuss all assignments with their classmates at appropriate times throughout the year.

The course is designed for students who have a variety of career and personal objectives such as:

- 1) Beginning vocational preparation for careers in accounting or business
- 2) Accounting knowledge and skill needed for careers in related business field
- 3) A foundation of which to continue studying business and accounting, and lastly
- 4) Basic accounting knowledge for personal use

In this course we will discuss how various businesses keep track of their numerous financial transactions, how they summarize those transactions, and how individuals and groups both inside and outside the company make important decisions and use that information. Students will be exposed to the primary financial statements provided by businesses, what these financial statements tell us, and what they tell us, and what they do not tell us, and finally how we can use these financial statements to make decisions.

Students will be called upon and invited to share both personal and professional experiences as it relates to any and all course material during this semester. The instructor has found that this shared information only enhances the learning experience and invites students to both give and take away learned material and experiences.

**No previous accounting knowledge or experience is necessary for the student to be successful in this course.**

## Course Outline

The book used during this course is broken down into approximately four units. Each unit consists of a body of accounting knowledge that must be studied and learned before the student can proceed with the next unit. The text is organized as a complete competency based instructional program. General behavioral goals are listed in each part of the text. Enabling performance tasks are listed at the beginning of each chapter. A reinforcement activity is included in each complete accounting part to strengthen the basic learning.

### Part 1

#### Accounting for a Service Business Organized as a Proprietorship

##### Chapter 1: Starting a Proprietorship: Changes That Affect the Accounting

**Equation:** introduces the accounting equation and describes how business activities and transactions change 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

##### Chapter 6: Work Sheet for a Service Business:

##### Chapter 7: Financial Statements for a Proprietorship

##### Chapter 8: Recording and Closing Entries for a Service Business

### Part 2

##### Chapter 9: Journalizing Purchases and Cash Payments

##### Chapter 10: Journals Sales and Cash Receipts Using Special Journals

##### Chapter 11: Posting to General and Subsidiary Ledgers

##### Chapter 12: Preparing Payroll Records

##### Chapter 13: Payroll Accounting, Taxes and Reports

##### Chapter 14: Distributing Dividends and Preparing a Work Sheet for a Merchandising Business

##### Chapter 15: Financial Statement for a Corporation

##### Chapter 16: Record Adjusting and Closing Entries for a Corporation

## Grading Policy

An accumulated point system is used. Points are based on class work and class participation, quizzes, study guides, chapter and unit test and examinations

<b>Project</b>	<b>10 %</b>
<b>Work Ethic</b>	<b>10 %</b>
<b>Quiz</b>	<b>20 %</b>
<b>Test</b>	<b>20 %</b>
<b>Classwork/Homework</b>	<b>40 %</b>
<b>TOTAL</b>	<b>100 %</b>

## **Grade Scale (per RCCSD Policy)**

A = 100 – 93

B = 92 – 85

C = 84 – 77

D = 76 – 70

F = below 70 percent

## **Project**

A marking period project will be completed each marking period. Obviously, with the progression of Accounting I throughout the school year, this project will become more advanced each marking period.

A Business Simulation will be completed for Accounting I.

## **Work Ethic**

Class attendance is important as it provides each student an opportunity to clarify and master your understanding of the material covered during class discussions. Students are responsible for all material covered and missed announcements made during classes. Students are responsible for assignments missed during the course of any *documented excused absence*.

It is the responsibility of the *student* to arrange with the teacher a satisfactory and agreed upon timetable to complete these assignments. Students that are late to class are penalized 2 points from their marking period grade for each occurrence. Students that intentionally “cut” class are penalized 4 points from their marking period grade for each occurrence, receive no grade for assignments missed and are not permitted to make-up any assignments missed.

### **Student Behavior Standards**

Red Clay Consolidated School District schools are positive learning environments where students:

- a) Assume responsibility for their own actions;
- b) Respect and believe in themselves and others;
- c) Demonstrate the ability to get along with others;
- d) Understand and respect individual differences;
- e) Obey rules and laws, and understand the consequences of their choices; and
- f) Demonstrate the importance of being generous, kind and helpful.

## **Tests and Quizzes**

Quizzes and Tests will be given during the class in Accounting I. Quizzes may be unannounced or announced. Tests will be announced. Students need to be sure to take every quiz and test in a timely manner – to stay with the goals and objectives of the class.

**Classwork/Homework**

Classwork and Homework will be assigned and checked often in class. These assignments will be checked for completed (0 or 1). Some assignments will be checked for accuracy also. Students should note the weighted importance of these assignments.

**Examinations**

There will be one mid term exam and a one final comprehensive exam given during the school year. Exam questions will be based on homework problems, class illustrations, discussions, group work and illustrations in the text and any other material received during the school year.