

Airport High School
11330 Grafton Road
Carleton, Michigan 48117
734 654-6208

Course Name: Accounting
Course Number: BUACT100-101
Course Credit: one full year
School Year: 2008/2009
Instructor: Mary C. Rodriguez

Course Description: Emphasis is placed on the application of fundamentals, principles, and theories with the accounting equation approach, theory of debits and credits, classification of accounts, construction and preparation of financial statements, use of the trial balance, technical procedures involved in closing operating accounts and using workbook exercises and practice sets. Accounting may be counted as a one year senior math credit.

Course Objectives: The students will gain an understanding of how to record transactions in journals, post to ledgers, and make trial balances, prepare balance sheets and operating statements, and record the adjusting and closing entries. These principles are studied as applied to the single proprietorship and partnership organization, touching lightly on corporations.

Student Competencies: Competencies follow the guidelines set forth by the state and include all mandated technical standards, pathway standards foundation standards and Michigan Career Employability skills as well as NOCTI requirements.

Required Text: Century 21 Accounting, Multicolumn Journal
Chapters 1 - 26

References & Other Resources:

Century 21 Accounting Work-papers
Chapter 1 - 26

Course Advisory Committee:

Tony Noto, Herff Jones
Michelle Waara, Education First Credit Union
F. Chico Rodriguez, Rose Catering, Inc.
Lisa Reaume, Counselor, Airport High School
Bobby Zimmerman, Mathewson & Associates
Malin Wagner, DCTC
Chris Lukasavich, Assistant Principal, Airport High School
John Griffith, John Griffith & Associates,
Tom Anson, Ron's Pizzeria
Andrea Mayes, Parent representative
Daniel Bernard, student representative
Mary C. Rodriguez, Career and Technical Education Teacher, Airport High School

Class Assignments:

Course Title: Accounting – Mary Rodriguez			
	Content	Skills	Essential Questions
S E P T E M B E R	Careers in Accounting MI2 Career Planning Cluster Pathway Skills IV A 1 a,b,c,d,e,f,g,h, 2 , 4 b 5 a Workplace safety unit	Identify the 4 career choices for accounting students.	What kind of job can I have if I study accounting and how much does it pay?
	Accounting Concepts MI G 1 Advanced Accounting Practices The Accounting Equation MI4 Mathematics MI G 6 Advanced Accounting Practices Cluster Pathway Skills IIA 1a,b,c,d	Recognize the standard concepts associated with accounting practices. Classify accounts and their relationship in the accounting equation. Record changes the accounting equation with daily transactions. Report financial information on a balance sheet.	What is the accounting equation. How do daily business transactions affect the accounting equation? How do daily transactions affect the company's balance sheet.

	<p>Financial Changes that Affect Owners Equity</p> <p>Analyzing Transactions into Debit and Credit Parts</p>	<p>Record changes that accounting equation that affect owners equity. Report changes in accounting equation on a balance sheet.</p> <p>Use T accounts.</p> <p>Analyze how transactions affect accounts.</p> <p>Analyze how transactions affect owner's equity accounts.</p>	<p>Which daily transaction affect the owner's equity in the business?</p> <p>What is a T account and how are transactions recorded in a T account? How do daily transactions affect T accounts?</p>
<p>O C T O B E R</p>	<p>Journalizing Transactions MI A 1,2,3,5, Journalizing Cluster Pathway Skills IIA1e</p> <p>Posting to a General Ledger MI B 2,3,4 Posting Cluster Pathway Skills IIA1f</p>	<p>Identify journals, source documents and record transactions in a journal.</p> <p>Prove and rule a journal.</p> <p>Prepare a Chart of Accounts.</p> <p>Post separate amounts from a Journal to a General Ledger.</p> <p>Complete accounting forms and correcting entries.</p>	<p>Name standard source documents used in accounting. What is a journal and how is it used? How do you prove the accuracy of your journal entries?</p> <p>What accounts are used daily in business and how do you open a general ledger? What are the necessary steps for posting transactions to the general ledger account? How do you make corrections in the journal correctly?</p>
<p>N O V E M B E R</p>	<p>Cash Control Systems MI D 1,2,3 Banking MI G 4 Advanced Accounting Practices Cluster Pathway Skills IIA2 b,c,d,e,f</p> <p>Worksheets for a service business MI I Developing and presenting data MI E 1 Completion of Accounting Cycle MI F 4 Locating Source Data Cluster Pathway Skills IIA1 k</p>	<p>Maintain a checking account.</p> <p>Reconcile a bank statement.</p> <p>Record dishonored checks and electronic banking transactions.</p> <p>Set up and maintain a petty cash fund.</p> <p>Create a worksheet.</p> <p>Plan adjusting entries on a worksheet.</p> <p>Extend financial information on a worksheet.</p> <p>Find and make corrections on a</p>	<p>How do you indorse, deposit and record check received by a business?</p> <p>How do you reconcile a bank statement? What do you do if a check is returned to the company unpaid by the bank?</p> <p>What is petty cash?</p> <p>What is a worksheet and how is it used in a business? What accounts need to be adjusted and how are the adjustments recorded on a worksheet? Which accounts are income statement accounts and which are balance sheet accounts? How do you find mistakes on a</p>

		worksheet.	worksheet?
	Content	Skills	Essential Questions
D E C E M B E R	Financial Statements for a Proprietorship MI E 2,3 Completion of Accounting Cycle Cluster Pathway Skills IIA1g Record adjusting and closing entries for a service business. MI E 4,5,6 Completion of Accounting Cycle Cluster Pathway Skills IIA1h,I,j,	Prepare an income statement at the end of the fiscal period. Prepare a balance sheet at the end of the fiscal period. Record adjusting entries in a journal. Record closing entries in a journal. Prepare a post-closing trial balance.	What is an income statement? What is a balance sheet? How do you record adjusting entries in a journal? How do you record closing entries in a journal? What are the account balances after adjusting and closing entries are posted?
J A N U A R Y	MI1,2,3,5,8 Personal management MI1,10 Organizing skills MI2 Understanding Systems Journal Purchases and Cash Payments MI A 1,2,3,4,5 Journalizing MI G 7 Advanced Accounting Practices Cluster Pathway Skills II A 3 a,b,a,b,c,d 4 a,b,c,d,e,g,j,	Journalize cash purchases for a merchandise business. Journalize purchases on account and record purchasing supplies. Journalize cash payments and other transactions.	How does the purchases account work? What is the difference between purchasing merchandise and buying supplies? How do you record cash and other payments in the journal?
F E B R U A R Y	Journalizing Sales and Cash Receipts MI A 1,2,3,4,5 Journalizing Post to General and Subsidiary Ledgers MI B 1,2,3,4 Posting Preparing Payroll Records MI C 1,2,3,4,5,6,7,8 Payroll MI F 4 Locating Source Data Cluster Pathway Skills II A 6	Journalize sales and cash receipts from sales. Prove and rule an expanded journal. Post all general ledger amounts from the journal. Post to the Accounts Payable Ledger. Post to the Accounts Receivable Ledger. Check for accuracy of posting. Prepare payroll time cards. Determine payroll tax withholding. Prepare payroll records. Prepare payroll checks.	How do you record credit card sales and how do you use an invoice? Do all debits and credit add up in the expanded journal? What are subsidiary ledgers? What is the difference between the accounts payable and accounts receivable ledgers? How do you complete a schedule of accounts payable and accounts receivable? How do you use payroll time cards? How do you use payroll tax schedules? What is a payroll register? What is the difference between the

	a,b,c,d,e,f,g,h,		payroll account and the general bank account/
	Content	Skills	Essential Questions
M A R C H	Payroll Accounting, Taxes, and Reports. MI4 Mathematics	Record a payroll. Record employer payroll taxes. Report withholding and payroll taxes to the government. Pay withholding and payroll taxes.	What accounts are used when recording a payroll? What payroll taxes does the employer have to pay? How do you report payroll taxes to the government? When does the employer pay withholding and payroll taxes?
	Worksheet for a Merchandising Business MI1 Developing and presenting information MI E 1, 2 Completion of Accounting Cycle Cluster Pathway Skills II A 5 d,e	Record a trial balance and inventory adjustment on a worksheet.. Analyze and record worksheet adjustments. Complete worksheet for a merchandise business.	What is the difference between a worksheet for a service business and a worksheet for a merchandise business?
A P R I L	Financial Statements for a Partnership MI E 4, 5, 6 Completion of Accounting Cycle Cluster Pathway Skills IIA 1o,p,q,r, Cluster Pathway Skills II A 10 b,c,d,	Complete an Income Statement Component Percentages Distribute Net Income and Owners Equity Statements Balance Sheet	How does cost of merchandise sold affect income? What are component percentages? How do you distribute income between partners?
	Recording Adjusting and Closing Entries for a Partnership	Record adjusting entries. Record closing entries for income statement accounts. Record additional closing entries. Prepare a post-closing trial Balance.	What adjusting entries are needed for a merchandising business? Which income statement accounts need to be closed? What additional accounts need to be closed.
M A Y	MI1,2,3,5,8 Personal management MI1,10 Organizing Skills MI2 Understanding Systems Cost Accounting for a Corporation		
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Final Exam: Each semester the class completes a practice set which counts as 20% of their semester grade.

Class Policies: Follow all policies as outlined in student handbook.
 No food or drink allowed in the classroom.
 No cussing or cursing in the classroom.
 Respect yourself and everyone in class.

Evaluation & Grading:

Grading Percentage
92.5 – 100 A
89.5 – 92.49 A-
86.5 – 89.49 B+
82.5 – 86.49 B
79.5 – 82.49 B-
76.5 – 79.49 C+
72.5 – 76.49 C
69.5 – 72.49 C-
66.5 – 69.49 D+
62.5 – 66.49 D
60.0 – 62.49 D-
Below 59.99 E

Course Outline: **Course Outline**
 Careers in Accounting
 Workplace Safety Unit
 Accounting Concepts

The Accounting Equation
Journalizing Transactions
Posting to the General Ledger
Cash Control Systems
Worksheets
Financial Statements
Closing entries
Journalizing Purchases and Cash Payments
Journalizing Sales and Cash Receipts
Posting to Subsidiary Ledgers
Preparing Payroll Records
Worksheets and Financial Statements
Cost Accounting for a Corporation

Articulation Agreements: Henry Ford Community College