

# Accounting I

**Levels:** Grades 10-12  
**Units of Credit:** 0.50  
**CIP Code:** 53-0312  
**Core Code:** 32-02-00-00-010  
**Prerequisite:** None  
**Skill Test:** # 210

## COURSE DESCRIPTION

### CORE STANDARDS, OBJECTIVES, AND INDICATORS

#### STANDARD 1

**Students will acquire and use accounting terminology and professional attitude and skills throughout the study of accounting.**

**Objective 1:** Define accounting and explain the purpose of the accounting system.

**Objective 2:** Define and use accounting terminology and generally accepted accounting principles effectively.

**Objective 3:** Develop and demonstrate critical thinking and problem solving skills.

**Objective 4:** Develop and demonstrate team building to enhance cooperative learning and interpersonal skills.

**Objective 5:** Develop and demonstrate business ethics.

**Objective 6:** Show quality of work.

**Objective 7:** Enhance decision making skills.

**Objective 8:** Explore technological advances and programs within the field of accounting.

**Objective 9:** Identify and explain three forms of business ownership.

- a. Sole Proprietorship
- b. Partnership
- c. Corporation.

**Objective 10:** Identify and explain three types of businesses.

- a. Service
- b. Merchandising
- c. Manufacturing

#### STANDARD 2

**Students will list and identify characteristics of the three basic accounting equation elements.**

**Objective 1:** Demonstrate an understanding of the fundamental accounting equation.

**Objective 2:** Classify items as assets, liabilities, or owner's equity accounts.

**Objective 3:** Explain why the accounting equation must be in balance.

### **STANDARD 3**

**Students will apply the theory of debit and credit to the accounting equation, define a business transaction, and show how and why accounts are increased and decreased.**

**Objective 1:** Demonstrate the theory of debit and credit to increase and decrease accounts and the resulting changes that occur in the accounting equation.

**Objective 2:** Explain and give examples of business transactions; refer to a chart of accounts to identify the account titles that are increased or decreased.

**Objective 3:** Use T-accounts to show increase/decrease effects brought about by business transactions.

**Objective 4:** Identify temporary accounts: income/revenue and expense accounts.

**Objective 5:** Describe the purposes of the revenue/sales, expense and drawing/withdrawal accounts, and illustrate the effects on owner's equity.

**Objective 6:** Explain the concept that debits must equal credits.

### **STANDARD 4**

**Students will identify and use source documents for journalizing transactions; students will post journal entries to a ledger.**

**Objective 1:** Identify several different types of source documents.

**Objective 2:** Analyze business transactions from source documents; journalize transactions using various journal formats.

**Objective 3:** Explain the purpose of a journal and its relationship to the ledger.

**Objective 4:** Explain the purpose of a ledger account.

**Objective 5:** Post information from the journal to the ledger, and explain the need for post-referencing in accounting; use the audit trail to trace a transaction.

### **STANDARD 5**

**Students will prepare, analyze and interpret Financial Statements.**

**Objective 1:** Prepare a Trial Balance and explain its uses and limitations.

**Objective 2:** Identify and use correct methods for locating and correcting errors shown by the trial balance.

**Objective 3:** Prepare a formal Income Statement

**Objective 4:** Assess the need for identifying Net Income/Net Loss and providing data to management.

**Objective 5:** Determine the change in Owner's Equity over the fiscal period.

**Objective 6:** Prepare a formal Balance Sheet.

**Objective 7:** Prepare and explain the purposes of each financial statement and describe the way they articulate with each other.

## **STANDARD 6**

**Students will prepare closing entries and a Post-Closing Trial Balance.**

**Objective 1:** Identify the accounts that need to be closed.

**Objective 2:** Journalize and post the closing entries.

**Objective 3:** Prepare a Post-Closing Trial Balance.

## **STANDARD 7**

**Students will demonstrate proper cash management.**

**Objective 1:** Define cash.

**Objective 2:** Identify cash control techniques.

**Objective 3:** Review banking vocabulary and identify the specific details of business-related banking forms/documents.

**Objective 4:** Prepare banking documents/forms.

**Objective 5:** Prepare a bank statement reconciliation and make necessary journal entries.

**Objective 6:** Demonstrate cash proof of the checkbook, bank statement and cash account.

**Objective 7:** List and discuss situations in which small amounts of cash must be paid out.

**Objective 8:** Journalize and post transactions to establish, add to (increase), and replenish the petty cash fund.

**Objective 9:** Prepare cash proof; use the petty cash receipts as a source document for replenishing the fund.

## **STANDARD 8**

**Students will acquire automated accounting competency or calculator proficiency if computers are not available (OPTIONAL STANDARD).**

**Objective 1:** Use spreadsheet and accounting software to maintain accounting records.

**Objective 2:** Describe the differences between manual and computerized accounting systems.

**Objective 3:** Demonstrate basic math functions on the computer or calculator.

**Objective 4:** Use the computer or calculator as a tool for verification of processed work.

**Objective 5:** Identify types of computer and application software available in the marketplace.

**Objective 6:** Explore internet web sites for accounting purposes.

**Objective 7:** Explore careers associated with technological advances in accounting.