



ACCOUNTING I

FIRST 9 WEEKS

Accounting for Sole Proprietorships

- Accounting Equation
- Analyze transactions into debits and credits
- Record transactions into general journal
- Posting
- Cash Control—checking accounts, bank reconciliations, etc.
- Create worksheets
- Plan adjustments on worksheets
- Financial statements
- Record adjusting and closing entries

SECOND 9 WEEKS

Accounting for Merchandising Business

- Journalize purchase and cash payments
- Journalize sales and cash receipts
- Post to general and subsidiary ledgers
- Prepare payroll records
- Payroll accounting, taxes and reports
- Distribute dividends and prepare worksheet
- Financial statements for a corporation
- Record adjusting and closing entries for corporation
- Complete a simulation as a reinforcement activity

THIRD 9 WEEKS

Accounting for Merchandising Business organized as a corporation—adjustments and valuation

- Uncollectible accounts
- Accounting for depreciation and plant assets
- Accounting for inventory
- Accounting for Notes and Interest
- Accounting for accrued revenue and expenses
- End of fiscal work for a corporation
- Complete a simulation

FOURTH 9 WEEKS

Additional Accounting Procedures

- Accounting for partnerships
- International and Internet sales
- Complete an automated simulation as a summative assessment of the entire year.

