



ACCOUNTING I

Instructor: Vickie Boucher	Room: 207
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Text: Century 21 Accounting I	Author: Ross, Gilbert, Lehman, Hanson
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Supplies Needed: 3 ring binder (1 ½ inch), black or blue nonerased ink pen, pencil, calculator, and a ruler (6 inch preferable)

Classroom Objectives: Students analyze business transactions, record them systematically, and determine whether the business had a profit or a loss. Records will be recorded for both a service business and a merchandise business owned by a sole proprietorship and partnership. (see page two)

Classroom Rules and Expectations:

- Assignments
 - Student name with block, date, and assignment name, must be included in the top right hand corner of your assignment unless otherwise stated. Example:
John Doe, Block 2
August 20, 2008
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 - Homework is to be turned in on time to get full credit. Homework is worth half the points at maximum when turned in late.
- Absences
 - Make-up work is your responsibility. You are to see your teacher for make-up work the first day you return regardless of whether it is a Blue Day or a White day. You are allowed the same amount of time to make up the work, as you were absent from school. (See student handbook)
- General Rules
 - Do not come to class late without a hall pass.
 - Must have all essential materials with you at all times (books, pens, laptops, etc.) Five points will be deducted from your participation grade for each incidence.
 - Absolutely no gum permitted. Disposing of your gum will be asked of you and five points will be deducted from your participation grade for each incidence.
- Attendance Taken
 - While I am taking attendance you are to work on the anticipatory problem that will be located on the left hand side of the board.

Grading/Evaluations Policies:

<u>1st Quarter</u>		<u>2nd Quarter</u>		<u>3rd Quarter</u>		<u>4th Quarter</u>	
Tests	75%	Tests	75%	Tests	75%	Tests	50%
Quizzes	25%	Quizzes	25%	Quizzes	25%	Quizzes	20%
						Project	30%

CURRICULUM**SEMESTER I—SOLE PROPRIETORSHIP WITH A SERVICE BUSINESS**

- I. Starting a Proprietorship
 - a. Accounting equation ($\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$)
 - b. How business activities change the accounting equation
- II. Recording Transactions In A General Journal
- III. Posting From A General Journal To A General Ledger
- IV. Cash Control Systems
 - a. Checking Accounts
 - b. Bank Reconciliation
 - c. Petty Cash
- V. Work Sheet For A Service Business
- VI. Financial Statements for a Proprietorship
 - a. Income Statement
 - b. Balance Sheet
- VII. Recording Adjusting and Closing Entries
 - a. Posting adjusting entries
 - b. Posting closing entries
- VIII. Post-Closing Trial Balance

SEMESTER II—PARTNERSHIP WITH A MERCHANDISING BUSINESS

- IX. Journalizing Business Transactions In Special Journals
 - a. Purchase Journal
 - b. Cash Payment Journal
 - c. Sales Journal
 - d. Cash Receipts
 - e. General Journal
- X. Posting To General and Subsidiary Ledgers
 - a. General Ledger
 - b. Accounts Payable Ledger
 - c. Accounts Receivable Ledger
- XI. Preparing Payroll Records
 - a. Time Cards
 - b. Payroll Registers
 - c. Employee Earning Record
- XII. Payroll Accounting, Taxes, and Reports
 - a. Recording a Payroll
 - b. Recording Employer Payroll Taxes
 - c. Form 941
- XIII. Work Sheet For A Merchandising Business
- XIV. Financial Statements
 - a. Income Statement
 - b. Distribution of Net Income Statement
 - c. Owner's Equity Statement
 - d. Balance Sheet
- XV. Recording Adjusting and Closing Entries
 - a. Posting adjusting entries
 - b. Posting closing entries
- XVI. Post-Closing Trial Balance
- XVII. Final Project
 - a. Simulation—Fitness Junction
 - b. Simulation—Audit Test