

**Course Title:** Accounting I  
**Board Approval Date:** 12/5/12  
**Credit / Hours:** 1.0 credit

**Course Description:**

This course focuses on mastery of the PA Academic Standards for Business, Computer, and Information Technology. As students progress through this course, they will participate in activities that move from the simple to the complex. The course is designed to teach the principles, concepts and procedures of accounting that every student must understand if he/she expects to have maximum opportunity when entering the world of business. It is designed to give students a general knowledge of accounting in preparation for college or for further education in the field of business. Accounting I may be used to fulfill one math credit.

**Learning Activities / Modes of Assessment:**

Large group instruction	Tests and Quizzes
Checklists / Teacher Observation	Projects with Rubrics
Small group work	Group Presentations with Research
Computer based projects	
Manual comprehensive simulation	

**Instructional Resources:**

Century 21 Accounting Multicolumn Journal Anniversary Edition, 1st Year Course Chapters 1-26, (Ross, Gilbertson, Lehman)  
(Cengage, 2003; 7<sup>th</sup> Edition)

Century 21 Accounting 7E Multicolumn Journal Working Papers (Gilbertson, Lehman)  
(Cengage, 2002; 7<sup>th</sup> Edition)

Unique Global Imports Manual Simulation for Gilbertson/Lehman's Century 21 Accounting: Multicolumn Journal (Gilbertson, Lehman)  
(Cengage, 2009; 9<sup>th</sup> Edition)

## Course Pacing Guide

Course: **Accounting I**

<b>Course Unit (Topic)</b>	<b>Length of Instruction (Days/Periods)</b>
1. Introduction to Accounting	13 days
2. Account Classifications and The Basic Accounting Equations	16 days
3. Journalizing and Posting Transactions	21 days
4. Cash Control Systems	18 days
5. The Work Sheet and Financial Statements	14 days
6. Closing Entries	8 days
7. Special Journals	22 days
8. Payroll and Taxes	21 days
9. Presentation and Simulation	<u>47 days</u>
<b>DAYS TOTAL</b>	<b>180 Days</b>

Topic: Unit 1 - Introduction to Accounting

Days: 13

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:

- Components of a free enterprise economy
- Compare/contrast nations with free characteristics
- Identify various business types and organizations
- Careers in Accounting

Understand:

The relationship between a free enterprise economy and the different forms of business and ways to organize those businesses.

The career opportunities in accounting.

Do:

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.N. – Unranked**

Explain how the different forms of business ownership and business operations are reported on financial statements.

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

**15.1.12.A. – Unranked**

Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.

**15.1.12.B. – Unranked**

Analyze the roles of policy-setting bodies in the accounting profession, e.g., American Institute of Certified Public Accountants (AICPA), Pennsylvania Institute of Certified Public Accountants (PICPA), Generally Accepted Accounting Principles (GAAP), and Securities and Exchange Commission (SEC).

- Compare/contrast different characteristics from free enterprise nations and those that are not free to produce, sell and consume
- Identify several local businesses organizations and business types
- Describe the educational requirements for various careers, professional designations and certifications in the accounting profession

Topic: Unit 1 - Introduction to Accounting

Days: 13

Subject(s): Other

Grade(s): 10th, 11th, 12th

Which standards are students learning in this unit?

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.N. – Unranked**

Explain how the different forms of business ownership and business operations are reported on financial statements.

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

**15.1.12.A. – Unranked**

Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.

**15.1.12.B. – Unranked**

Analyze the roles of policy-setting bodies in the accounting profession, e.g., American Institute of Certified Public Accountants (AICPA), Pennsylvania Institute of Certified Public Accountants (PICPA), Generally Accepted Accounting Principles (GAAP), and Securities and Exchange Commission (SEC).

Topic: Unit 2 -- Account Classifications and the Basic Accounting Equation

Days: 16

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:	Understand:	Do:
<ul style="list-style-type: none"> <li>• Account Classifications</li> <li>• The Basic Accounting Equation</li> </ul>	<p>The various account classifications in relation to business and the basic accounting equation.</p>	<div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 10px;"> <p><b>15.1.12.C. – Unranked</b> Analyze business transactions using Taccounts to determine their impact on a business.</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 10px;"> <p><b>15.1.12.D. – Unranked</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 10px;"> <p><b>15.1.12.Q. – Unranked</b> Prepare financial statements (including a Balance Sheet, Profit &amp; Loss and Owner’s Equity) and understand their relevance.</p> </div> <ul style="list-style-type: none"> <li>• Explain the meaning and provide examples of property for business and personal use</li> <li>• Identify and provide examples of the components of the basic accounting equation</li> <li>• Prepare Balance Sheets</li> </ul> <p>2.2.11.B - COMPUTATION - Intentionally Blank 2.5.11.A - PROBLEM SOLVING - Develop a plan to analyze a problem, identify the information needed to solve the problem, carry out the plan, check whether an answer makes sense, and explain how the problem was solved in grade appropriate contexts.</p>

Topic: Unit 2 -- Account Classifications and the Basic Accounting Equation

Days: 16

Subject(s): Other

Grade(s): 10th, 11th, 12th

Which standards are students learning in this unit?

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

Topic: Unit 3 – Journalizing and Posting Transactions

Days: 21

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:

- Journalizing
- Double entry accounting
- Posting

Understand:

How journalizing and posting relates to daily business transactions

Do:

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

- Correctly journalize various business transactions relating to assets, liabilities and owner's equity
- Correctly post journal entries to individual accounts relating to assets, liabilities and owner's equity

Topic: Unit 3 – Journalizing and Posting Transactions

Days: 21

Subject(s): Other

Grade(s): 10th, 11th, 12th

Which standards are students learning in this unit?

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.



Topic: Unit 4 -- Cash Control Systems

Days: 18

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:	Understand:	Do:
<ul style="list-style-type: none"> <li>• Correctly completing a check and stub</li> <li>• Balance a business checking account</li> <li>• Reconcile a business checking account</li> <li>• journalize and post various banking transactions</li> </ul>	<p>The relationship between correct banking procedures and cash control for a business</p>	<div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <p><b>15.1.12.C. – Unranked</b> Analyze business transactions using Taccounts to determine their impact on a business.</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <p><b>15.1.12.D. – Unranked</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <p><b>15.1.12.P. – Unranked</b> Analyze and perform the reconciliation of accounts.</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <p><b>15.1.12.M. – Unranked</b> Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.</p> </div> <ul style="list-style-type: none"> <li>• Correctly complete several checks and stubs while keeping the correct balance</li> <li>• Correctly journalize several banking account transactions</li> <li>• Reconcile a business' checking account</li> <li>• Correctly journalize and post several banking transactions for a business</li> </ul>

Topic: Unit 4 -- Cash Control Systems

Days: 18

Subject(s): Other

Grade(s): 10th, 11th, 12th

Which standards are students learning in this unit?

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

**15.1.12.P. – Unranked**

Analyze and perform the reconciliation of accounts.

**15.1.12.M. – Unranked**

Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.

Topic: Unit 5 – The Work Sheet and Financial Statements

Days: 14

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:

- Work Sheet
- Balance Sheet
- Income Statement
- Owner's Equity Statement

Understand:

Why financial statements are created for business stakeholders

Do:

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

**15.1.12.N. – Unranked**

Explain how the different forms of business ownership and business operations are reported on financial statements.

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

**15.1.12.Z. – Unranked**

Demonstrate an auditing procedure that provides assurance that financial records are accurate.

**15.1.12.E. – Unranked**

Perform accounting functions using technology as a tool.

- Create a work sheet from postings in the general journal
- Create a balance sheet, income statement and owner's equity from postings in the general journal

Topic: Unit 5 – The Work Sheet and Financial Statements

Days: 14

Subject(s): Other

Grade(s): 10th, 11th, 12th

Which standards are students learning in this unit?

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

**15.1.12.N. – Unranked**

Explain how the different forms of business ownership and business operations are reported on financial statements.

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

**15.1.12.Z. – Unranked**

Demonstrate an auditing procedure that provides assurance that financial records are accurate.

**15.1.12.E. – Unranked**

Perform accounting functions using technology as a tool.

Topic: Unit 6 -- Closing Entries

Days: 8

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:	Understand:	Do:
<ul style="list-style-type: none"> <li>Closing entries</li> </ul>	<p>The relationship between closing entries and the opening and closing of financial statements for a fiscal year</p>	<p><b>15.1.12.C. – Unranked</b> Analyze business transactions using Taccounts to determine their impact on a business.</p> <p><b>15.1.12.D. – Unranked</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> <p><b>15.1.12.Q. – Unranked</b> Prepare financial statements (including a Balance Sheet, Profit &amp; Loss and Owner's Equity) and understand their relevance.</p> <p>Correct journalizing analyzing of closing entries in relation to our financial statements</p>

Topic: Unit 6 -- Closing Entries

Days: 8

Subject(s): Other

Grade(s): 10th, 11th, 12th

Which standards are students learning in this unit?

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

Topic: Unit 7 – Special Journals

Days: 22

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:

- Sales Journal
- Purchases Journal
- Accounts Receivable Journal
- Accounts Payable Journal

Understand:

How special journals allows us to determine areas of strengths and weaknesses for a business

Do:

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

- Correctly journalize transactions in a sales, purchases, accounts payable and accounts receivable journal
- Analyze journal totals to determine strengths and weaknesses for a businesses

Topic: Unit 7 – Special Journals

Days: 22

Subject(s): Other

Grade(s): 10th, 11th, 12th

Which standards are students learning in this unit?

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.



Topic: Unit 8 – Payroll & Taxes

Days: 21

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:	Understand:	Do:
<ul style="list-style-type: none"> <li>• Employee payroll taxes</li> <li>• Payroll register</li> </ul>	<p>Importance of correctly collecting and recording employee payroll taxes and payroll</p>	<div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <p><b>15.1.12.C. – Unranked</b> Analyze business transactions using Taccounts to determine their impact on a business.</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <p><b>15.1.12.D. – Unranked</b> Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <p><b>15.1.12.E. – Unranked</b> Perform accounting functions using technology as a tool.</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <p><b>15.1.12.M. – Unranked</b> Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.</p> </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <p><b>15.1.12.P. – Unranked</b> Analyze and perform the reconciliation of accounts.</p> </div> <ul style="list-style-type: none"> <li>• Correctly journalize and calculate employee payroll taxes</li> <li>• Correctly complete a payroll register for all employees within a company</li> </ul>

Topic: Unit 8 – Payroll & Taxes

Days: 21

Subject(s): Other

Grade(s): 10th, 11th, 12th

Which standards are students learning in this unit?

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

**15.1.12.E. – Unranked**

Perform accounting functions using technology as a tool.

**15.1.12.M. – Unranked**

Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.

**15.1.12.P. – Unranked**

Analyze and perform the reconciliation of accounts.

Topic: Unit 9 – Presentation and Simulation

Days: 47

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:	Understand:	Do:
<p><b>1.8.C.C – Unranked</b>                      ORGANIZATION AND PRODUCTION OF FINAL PRODUCT - Analyze, synthesize, and integrate data, creating a reasoned product that supports and appropriately illustrates inferences and conclusions drawn from research.</p> <ul style="list-style-type: none"> <li>• Modern Business Problem Presentation</li> <li>• Culminating Simulation</li> </ul>	<p>Connecting business topics, accounting methods and terminology to present a topic surrounding business in the modern world</p>	<p><b>1.8.C.C – Unranked</b>                      ORGANIZATION AND PRODUCTION OF FINAL PRODUCT - Analyze, synthesize, and integrate data, creating a reasoned product that supports and appropriately illustrates inferences and conclusions drawn from research.</p> <p><b>15.1.12.A. – Unranked</b>                      Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.</p> <p><b>15.1.12.B. – Unranked</b>                      Analyze the roles of policy-setting bodies in the accounting profession, e.g., American Institute of Certified Public Accountants (AICPA), Pennsylvania Institute of Certified Public Accountants (PICPA), Generally Accepted Accounting Principles (GAAP), and Securities and Exchange Commission (SEC).</p> <p><b>15.1.12.D. – Unranked</b>                      Analyze, journalize, and post transactions to general &amp; subsidiary ledgers.</p> <p><b>15.1.12.C. – Unranked</b>                      Analyze business transactions using Taccounts to determine their impact on a business.</p> <p><b>15.1.12.E. – Unranked</b>                      Perform accounting functions using technology as a tool.</p> <p><b>15.1.12.M. – Unranked</b>                      Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.</p> <p><b>15.1.12.O. – Unranked</b>                      Compare and contrast the accrual basis and the cash basis of accounting; assess the impact of each on the financial statements.</p> <p><b>15.1.12.P. – Unranked</b>                      Analyze and perform the reconciliation of accounts.</p>

Topic: Unit 9 – Presentation and Simulation

Days: 47

Subject(s): Other

Grade(s): 10th, 11th, 12th

Know:

Understand:

Do:

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

**15.1.12.Z. – Unranked**

Demonstrate an auditing procedure that provides assurance that financial records are accurate.

- Create a team presentation about a modern business issue
- Complete the culminating accounting simulation

2.2.11.B - COMPUTATION - Intentionally Blank

2.5.11.A - PROBLEM SOLVING - Develop a plan to analyze a problem, identify the information needed to solve the problem, carry out the plan, check whether an answer makes sense, and explain how the problem was solved in grade appropriate contexts.

2.5.11.B - COMMUNICATION - Use symbols, mathematical terminology, standard notation, mathematical rules, graphing, and other types of mathematical representations to communicate observations, predictions, concepts, procedures, generalizations, ideas, and results.

11.1.12.F - Compare and contrast the selection of goods and services by applying effective consumer strategies.

11.1.12.G - Compare the availability, costs and benefits of accessing public, nonpublic and for-profit services to assist the family.

1.8.C.B - LOCATION OF INFORMATION AND CITING SOURCES - Conduct inquiry and research on self-selected or assigned topics, issues or problems using a wide variety of appropriate media sources and strategies.

1.8.C.C - ORGANIZATION AND PRODUCTION OF FINAL PRODUCT - Analyze, synthesize, and integrate data, creating a reasoned product that supports and appropriately illustrates inferences and conclusions drawn from research.

Topic: Unit 9 – Presentation and Simulation

Days: 47

Subject(s): Other

Grade(s): 10th, 11th, 12th

Which standards are students learning in this unit?

**1.8.C.C – Unranked**

ORGANIZATION AND PRODUCTION OF FINAL PRODUCT - Analyze, synthesize, and integrate data, creating a reasoned product that supports and appropriately illustrates inferences and conclusions drawn from research.

**15.1.12.A. – Unranked**

Summarize professional designations, careers, and organizations within the field of accounting, including education and certification requirements.

**15.1.12.B. – Unranked**

Analyze the roles of policy-setting bodies in the accounting profession, e.g., American Institute of Certified Public Accountants (AICPA), Pennsylvania Institute of Certified Public Accountants (PICPA), Generally Accepted Accounting Principles (GAAP), and Securities and Exchange Commission (SEC).

**15.1.12.D. – Unranked**

Analyze, journalize, and post transactions to general & subsidiary ledgers.

**15.1.12.C. – Unranked**

Analyze business transactions using Taccounts to determine their impact on a business.

**15.1.12.E. – Unranked**

Perform accounting functions using technology as a tool.

**15.1.12.M. – Unranked**

Analyze and calculate gross pay and net pay, including regular and overtime wages, commission, and piece rate.

**15.1.12.O. – Unranked**

Compare and contrast the accrual basis and the cash basis of accounting; assess the impact of each on the financial statements.

**15.1.12.P. – Unranked**

Analyze and perform the reconciliation of accounts.

**15.1.12.Q. – Unranked**

Prepare financial statements (including a Balance Sheet, Profit & Loss and Owner's Equity) and understand their relevance.

**15.1.12.Z. – Unranked**

Demonstrate an auditing procedure that provides assurance that financial records are accurate.