

ACCOUNTING 1 & 2
GRADES 11-12

COURSE OVERVIEW:

Accounting is an important course for potential business majors to gain an understanding of how a business operates. Students will learn to analyze and record financial transactions both manually and on the computer. Students will gain an understanding of the accounting cycle and be exposed to various accounting careers. Students will gain an understanding of the various forms of business ownership through work dealing with sole proprietorships, partner-ships, and corporations. Hands-on experience is gained through a comprehensive simulation where students perform all accounting functions for a small business. College credit is available through the College of DuPage for students who successfully complete both sections of this course with an A or B.

UNITS OF INSTRUCTION:

- UNIT I - Accounting Careers.
- UNIT II - Starting a Proprietorship.
- UNIT III - Analyzing and Journalizing Transactions.
- UNIT IV - Posting to a General Ledger.
- UNIT V - Cash Control Systems.
- UNIT VI - Financial Statement Preparation.
- UNIT VII - End of Fiscal Period Activities.
- UNIT VIII - Journalizing Purchases and Cash Payments.
- UNIT IX - Journalizing Sales and Cash Receipts.
- UNIT X - Posting to Subsidiary Ledgers
- UNIT XI - Payroll Accounting.
- UNIT XII - Accounting for Uncollectible Accounts.
- UNIT XIII - Accounting for Plant Assets and Depreciation.
- UNIT XIV - Accounting for Inventory.
- UNIT XV - Accounting for Notes and Interest.
- UNIT XVI - Accounting for Accrued Revenue and Expenses.

STUDENT OUTCOMES:

1.	Develop students understanding of accounting terminology.
2.	Familiarize students with educational requirements and career opportunities in accounting.
3.	Develop students understanding of the accounting cycle.
4.	Provide students with hands-on experience establishing and maintaining an accounting system.
5.	Provide students with experience in the preparation of financial statements.
6.	Provide students with experience using Excel spreadsheet.

MAJOR LEARNING EXPERIENCES TO ACHIEVE OUTCOMES:

1.	Complete a comprehensive business simulation.
2.	Compete in an accounting competition.
3.	Explore accounting careers personal research using the internet.

ADOPTED TEXT OR PRINCIPAL MATERIALS USED:

Ross, Hanson, Gilbertson, Lehman, and Swanson. <i>Century 21 Accounting</i> , Seventh Edition, Cincinnati, Ohio: Southwestern Publishing, 2000. (Adopted 2002)
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(05/11/03)
(04/12/00)