

Name of School:

Course Name: **Principles of Accounting**

### **Instructor Information**

**Name:**  
**E-mail address:**  
**School phone number:**  
**Web page address:**  
**Best times to be reached:**

### **Course Description**

Students successfully completing this course will be able to determine the profitability of a business. This course is designed for personal use and preparation for advanced study. Generally accepted accounting procedures will be presented, practiced, and used. Students wishing advanced study in Accounting should enroll in Financial Accounting, ACC142. Financial Accounting is a college level course in conjunction with Scott Community College and students can earn 3 credits.

### **District Standards and Power Benchmarks**

#### **District Power Standards:**

1. Acquire knowledge and effectively demonstrate accounting transactions by thinking creatively, solving problems, and communicating.
2. Understand ethical and legal uses of accounting.
3. Aware of career and post-secondary opportunities involving accounting and automated accounting.

#### **District Power Benchmarks**

1. Analyze business transactions into debit and credit parts
2. Journalize entries into debit and credit parts in a journal
3. Use debit and credit entries from a journal to post into a general ledger
4. Reconcile a bank statement and journalize bank service entries.
5. Prepare a worksheet using the information from a general ledger
6. Organize data from a worksheet to prepare financial statements
7. Record adjusting and closing entries into a journal
8. Journalize transactions using a Purchases and Cash Payments journals
9. Journalize transactions using a Sales and Cash Receipts journals
10. Prepare payroll forms and make payroll entries in a journal

### **Course Information**

Principles of Accounting is a one term class worth .5 credits. There are no prerequisites for Principles of Accounting.

### **Course Outline/Calendar**

Chapter 1 = Starting a Proprietorship  
Chapter 2 = Changes that affect Owner's Equity  
Chapter 3 = Analyzing transactions into debit and credit parts  
Chapter 4 = Recording transactions in a general journal  
Chapter 5 = Posting from a general journal to a general ledger  
Chapter 6 = Cash Control Systems  
Chapter 7 = Work sheet for a service business  
Chapter 8 = Financial Statements for a Proprietorship  
Chapter 9 = Recording adjusting and closing entries for a service business  
Chapter 10 = Journalizing purchases and cash payments using special journals  
Chapter 11 = Journalizing sales and cash receipts using special journals  
Chapter 12 = Posting to general and subsidiary ledgers  
Chapter 13 = Preparing payroll records  
Chapter 14 = Payroll accounting, taxes, and reports

### **Text/Other Required Materials/Resources**

South-Western Century 21 Accounting – General Journal, Ross Gilbertson, Lehman, Hansen, 7<sup>th</sup> Edition, 2000  
South-Western Century 21 Accounting Workbook

### **Instructional Procedures & Support**

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### **Classroom Management Procedures**

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### **Assessment Plan**

Assessment Plan:  
*Homework, quiz, test and final points are all added together for a final grade.*

## Grading System

<b>A</b>	93 and above	Firm command of knowledge domain
<b>A<sup>-</sup></b>	90 - 92	High level of skill development Exceptional preparation for later learning
<b>B<sup>+</sup></b>	87 - 89	Command of knowledge beyond the basic concepts of knowledge
<b>B</b>	83 - 86	Advanced development of most skills Has prerequisites for later learning
<b>B<sup>-</sup></b>	80 - 82	
<b>C<sup>+</sup></b>	77 - 79	Command of the basic concepts of knowledge
<b>C</b>	73 - 76	Demonstrates ability to use basic skills Lacks a few prerequisites for later learning
<b>C<sup>-</sup></b>	70 - 72	
<b>D<sup>+</sup></b>	67 - 69	Lacks knowledge of some fundamental ideas
<b>D</b>	63 - 66	Some important skills not attained
<b>D<sup>-</sup></b>	60 - 62	Deficient in many of the prerequisites for later learning
<b>F</b>	59 and below	Most of the basic concepts and principles not learned Most essential skills have not been demonstrated Lacks most prerequisites needed for later learning