



SCHOOL DISTRICT OF MONROE

Preparing for the Future, One Child at a Time

Accounting 1 - AS

Course Description:

The curriculum for this elective course is developed from the [Wisconsin Standards for Business and Information Technology](#). Students will learn the fundamentals of accounting as they study the Accounting Cycle for a service business organized as a sole proprietorship and a merchandising business organized as a corporation. The course will introduce students to fundamental accounting principles, basic financial records, and the preparation of financial statements for businesses and individuals. Students will complete an accounting simulation where they will apply their knowledge to complete the bookkeeping for a business. Other topics in this course will include accounting careers, payroll, and depreciation. This course is articulated with Blackhawk Technical College as advanced standing. The information in this course overview outlines what students should understand and be able to do by the end of two trimesters.

Mastery Standards:

Students will apply generally accepted accounting principles while performing the functions of the accounting cycle. (BIT.AF1)

Students will develop and analyze working knowledge of financial reports. (BIT.AF2)

Students will apply payroll and tax theories and procedures. (BIT.AF3)

Unit	Description of Unit and Learning Targets
<p>Unit Title: Starting a Proprietorship: Changes That Affect the Accounting Equation</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> Why would a business owner form as a proprietorship? Why would one choose to start a service-based business? 	<p>Students will.....</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> Describe the different users of accounting information. Create a net worth statement. Explain the purpose of a net worth statement. Classify accounts as assets, liabilities, and owner's equity. Demonstrate the classification's relationship in the accounting equation. Distinguish between cash and on account transactions. Compare and contrast the types of transactions that increase and decrease owner's equity. Explain the difference between expenses and liabilities. Identify and define terms. Explain the Accounting Concept BUSINESS ENTITY Explain the Accounting Concept UNIT OF MEASUREMENT
<p>Unit Title: Analyzing Transactions into Debit and Credit Parts</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> How are transactions analyzed using T-accounts? What kind of entries affect owner's equity for a service business organized as a proprietorship? How do business transactions affect the balance of the accounting equation? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> Show the relationship between the accounting equation and a T account. Identify the debit and credit side of various accounts. (Assets, Liabilities, Capital, Drawing, Revenue, Expenses) Identify the increase and decrease side of various accounts. Identify the normal balance side of various accounts. Restate and apply the two rules that are associated with the increase side of an account. Restate and apply the four questions necessary to analyze transactions for starting a business into debit and credit parts. Explain what a contra account is.

	<ul style="list-style-type: none"> ● Explain why drawing, revenue, and expense transactions are recorded in a separate account, rather than in the capital account. ● Analyze transactions for operating a business into debit and credit parts. ● I can identify and define terms.
<p>Unit Title: Journalizing Transactions</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> ● How does a business organize financial information to analyze the progress of the business? ● How does the accounting system of a business analyze data to produce financial information? ● What would happen if you incorrectly analyzed a transaction for an expense and treated it as an asset? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> ● Define what a journal is and explain why it is used to record transactions. ● Compare and contrast different types of source documents. ● Compare and contrast different types of source documents. ● Analyze and record cash transactions using source documents. ● Analyze and record transactions for buying and paying on account. ● Analyze and record transactions that affect owner's equity. ● Prove and rule a journal. ● Demonstrate how to prove cash. ● Identify and correct errors using standard accounting practice. ● I can identify and define terms. ● Understand the GAAP Accounting Concept - Unit of Measurement
<p>Unit Title: Posting to a General Ledger</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> ● How is posting done in class is similar to posting in the real world? ● How is posting done in class different from posting in the real world? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> ● Construct a chart of accounts for a service business organized as a proprietorship. ● Demonstrate correct principles for numbering accounts. ● Apply file maintenance principles to update a chart of accounts. ● Complete the steps necessary to OPEN general ledger accounts. ● Describe the steps in posting and correctly calculate an account balance after posting. ● Post amounts from the General Debit and General Credit columns of a journal. ● Post column totals from a journal to ledger accounts. ● Analyze incorrect journal entries and prepare correcting entries. ● Demonstrate how to correct errors made during the posting process. ● Identify and define terms.
<p>Unit Title: Cash Control Systems</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> ● Why do businesses have a petty cash fund? ● What are reasons why a depositor's records and a bank's records may differ? ● How do cash management processes prevent fraud? 	<p>Students will...</p> <p><u>Learning Targets:</u></p> <ul style="list-style-type: none"> ● Record a deposit on a check stub. ● Endorse checks using blank, special and restrictive endorsements. ● Prepare a check stub and a check. ● Complete a bank statement reconciliation. ● Record and journalize a bank service charge. ● Journalize a transaction for a dishonored check. ● Journalize an electronic funds transfer.

	<ul style="list-style-type: none"> ● Journalize a debit card transaction. ● Establish a petty cash fund. ● Prepare a petty cash report. ● Replenish petty cash.
<p>Unit Title: Worksheet and Adjusting Entries</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> ● What is the purpose of adjusting entries? ● What does the work sheet represent and why is it considered an internal document? 	<ul style="list-style-type: none"> ● Students will... ● ● Learning Targets: ● Prepare the heading of a work sheet. ● Prepare the trial balance section of the work sheet. ● Know the difference between the ACCRUAL BASIS OF ACCOUNTING and the CASH BASIS OF ACCOUNTING. ● Analyze and explain the adjustments for supplies and prepaid insurance ● Complete the adjustment columns of the worksheet ● Prepare the Balance Sheet and Income Statement columns of a work sheet. ● Apply the steps for finding errors on a work sheet. ● Journalize and post the adjusting entries for supplies and prepaid insurance
<p>Unit Title: Financial Statements</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> ● How do financial statements provide information for internal and external users? ● Why is it important that financial statements accurately reflect a business' financial condition? 	<p>Students will...</p> <p>Learning Targets:</p> <ul style="list-style-type: none"> ● Prepare an income statement for a service business. ● Understand the difference between an Income Statement with a Net Income and an Income Statement with a Net Loss. ● Calculate and analyze financial ratios using income statement amounts. ● Prepare a balance sheet for a service business organized as a proprietorship.
<p>Unit Title: Post-closing Trial Balance</p> <p><u>Essential Questions:</u></p> <ul style="list-style-type: none"> ● Why are permanent accounts only represented on financial statements? ● How do the financial statements of service businesses differ from merchandising businesses? 	<p>Students will...</p> <p>Learning Targets:</p> <ul style="list-style-type: none"> ● Journalize and post closing entries. ● Prepare a post-closing trial balance.