

**PETERS TOWNSHIP SCHOOL DISTRICT**  
**CORE BODY OF KNOWLEDGE (CBK)**  
**ACCOUNTING I**  
**GRADES 10 - 12**

For each of sections that follow, students may be required to understand, apply, analyze, evaluate or create the particular concepts being taught.

**COURSE DESCRIPTION:**

All students who will major in business or who will at one time have their own business (law firm, medical/dental office, etc.) are encouraged to take this course. This class will introduce students to computerized financial accounting. The primary objective of the course will be to learn the rules and procedures of accounting for a profit-motivated business. All journals, ledgers, worksheets, financial reports, and study guides will be completed using a web-based accounting tutorial site (Aplia.com) which will provide immediate feedback. Students will expand their knowledge of Excel spreadsheets, and computerized simulations for proprietorships, partnerships, and small corporations. Assessments will be web-based and students will become proficient in using Blackboard.com.

**STUDY SKILLS**

- Study the online demonstrations and PowerPoints in Blended Schools and Aplia.com
- Complete “Work Together” and “On Your Own” online interactive assignments and check your answers
- Complete the online extra practices whenever remediation is needed
- Ask questions when help is needed
- Keep up with online projects and daily classwork
- Practice for tests using the online study guides

**UNIT THEMES:**

**1. ACCOUNTING CAREERS**

- Defining and analyzing terms relating to accounting careers
- Accounting affects many careers
- Making ethical decisions
- Defining and identifying unethical behavior in business

**2. ACCOUNTING FOR STARTING A PROPRIETORSHIP**

- Terms relating to proprietorship accounting
- Classification of accounts

- Accounting equation
- Transactions
- Balance sheet
- Starting a proprietorship
- Analyzing accounts (increase and decrease)
- Analyzing transactions – debit and credit parts
- Using t accounts to demonstrate how accounts are affected by transactions
- Recording transactions to the general journal
- Posting to the general ledger
- Using excel – spreadsheets
- Using accounting software – automated exercises

### **3. FINANCIAL ACCOUNTING**

- Define terms related to financial controls
- Perform cash control functions
- Create worksheet for a service business
- Financial statements for a proprietorship
- Using accounting software to prepare financial statements
- Using excel to prepare spreadsheets for financial statements
- Recording, adjusting, and closing entries for a service business

### **4. ACCOUNTING FOR A MERCHANDISING BUSINESS ORGANIZED AS A PARTNERSHIP**

- Define terms related to merchandising business and partnerships
- Analyze transactions that affect a merchandising business and partnership
- Recording transactions to the correct journals
- Posting transactions to the correct ledgers
- Preparing payroll records• preparing tax reports
- Preparing financial statements for a merchandising business and partnership
- Recording, adjusting, and closing entries for a partnership
- Automated exercises using excel and accounting software

### **MATERIALS**

- South-Western Accounting, 8<sup>th</sup> ed. (2006 textbook)
- Aplia.com Online Working Papers and Workbook
- BlendedSchools.net

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