



# Southern Lehigh School District

## High School Syllabus

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### **Accounting I** 2013-2014

#### Course Description:

Semester Course - Grades 9, 10, 11, 12 - .50 Credit/Elective Course.

Accounting is strongly recommended for students who intend to pursue a career in business, but is also applicable for all students. Students learn basic accounting procedures for a service business organized as a sole proprietorship. They will apply automated (computer) accounting methods while maintaining financial records for real-world businesses through simulation projects.

#### Course Content:

- A. Accounting for a Service Business Organized as a Sole- Proprietorship
  - 1. How to analyze transactions
  - 2. How to journalize transactions
  - 3. How to post from a journal to a ledger
  - 4. How to prepare a work sheet
  - 5. How to prepare financial records—income statement and balance sheet
  - 6. How to journalize adjusting and closing entries
  - 7. How to post adjusting and closing entries
  - 8. How to prepare a post-closing trial balance
- B. Simulation Applying the Accounting Cycle to a Service Business
  - 1. Application of learned accounting skills to simulation
  - 2. Actual recording of debits and credits as learned in accounting cycle
  - 3. Application of learned posting skills to simulation
  - 4. Application of learned accounting skills needed for the end of the fiscal year

#### Required Textbooks and/or Other Reading/Research Materials

Century 21 Accounting: Multicolumn Journal—Gilbertson and Lehman; Ninth Edition and Workbook from Cengage Learning (South-Western Publishing Co.).

#### Course Requirements:

Students are expected to complete all projects, tests and assignments. Failure to do so will affect the student's overall grade.

#### Grade Components/Assessments:

Grades will be based on the school grading system illustrated in the program of studies. Students are graded on a total point system. The percentage is calculated by dividing the total points received by the total points possible.

Each marking period is worth 20% of a student's overall grade. The midterm and final exam are each worth 10% of a student's overall average:

Quarter 1	20%
Quarter 2	20%
<b>Midterm</b>	<b>10%</b>
Quarter 3	20%
Quarter 4	20%
<b>Final</b>	<b>10%</b>

Required Summer Reading/Assignments:

Not applicable.