

<b>COURSE NUMBER:</b>	105
<b>COURSE TITLE:</b>	Accounting I
<b>COURSE LENGTH:</b>	Year, Two Credits
<b>PREREQUISITE:</b>	none
<b>GRADE LEVEL:</b>	10, 11, or 12

#### **COURSE DESCRIPTION:**

This course emphasizes basic knowledge concerning small businesses and personal record keeping. It emphasizes the basics in accounting procedures for different types of small businesses. The course is essential to those interested in a career in business, whether it be secretarial, bookkeeping, store clerk, farming, retail sales, or just personal records and budgets. **This course will articulate with most community colleges.**

#### **COURSE RATIONALE:**

Accounting is the language of business and is a major function of every business and individual. Introducing and working with the accounting concepts will make the students more employable and able to handle their own basic financial needs..

#### **METHOD OF INSTRUCTION:**

This class will be conducted on a lecture-discussion basis for introducing chapters, problems. Much class time will be devoted to working on problems, reinforcement activities, and practice sets. Class assignments will include some computer experience on spreadsheets and internet activities.

#### **ASSESSMENT:**

Grades will be based on daily assignments, quizzes, tests, reinforcement activities, and practice sets.

#### **CRITICAL OBJECTIVES:**

1. students will be able to record information from documents into a variety of journals used in the business world today
2. will be able to post information recorded in the journals to the ledgers, prepare the proper income statements and balance sheets.
3. will be able to prepare financial statements associated with personal finances and small businesses
4. students will develop payroll skills such as calculating gross earnings, income tax, and FICA tax deductions and net pay
5. students will learn the skills necessary to maintain a checking account and reconcile a bank statement
6. students will handle accounts receivable and accounts payable information such as charge accounts, billing, and computing discounts
7. will learn how a business handles bad debts
8. students will be able to define depreciation and calculate it using the simplest methods
9. students will be able to calculate sales taxes and record it in the financial records of the business