

Portage Northern High School
 Accounting/Finance
 Course Syllabus – Mrs. Meyer
www.mrsmeversmap.weebly.com

Course Description

This *Education for Employment* course will enable the student to record and maintain financial data and records for proprietorships and partnerships. A complete accounting cycle will be examined covering analyzing transactions, journalizing, posting, petty cash, financial statements, and adjusting and closing entries (using an online accounting system). Accounting concepts are introduced using a modern business with owners that students can relate to in each cycle.

Students will also participate in group, computer simulation projects that will provide them with an automated accounting experience.

Students will also gain personal finance knowledge. Students will reconcile bank accounts; write checks, study taxation, investment options, credit cards, identity theft, etc. Often guest speakers are invited into the classroom to share information on these topics as well. Multiple field trips are available/optional for student participation.

Career exploration will take place including learning job search strategies, resume building, interviewing skills, etc. These activities will conclude with the student preparing a *required* professional portfolio and a job shadow assignment. **On-the job safety training also addressed.*

**If the student receives an overall grade of B or higher, he/she will receive college credit (up to 6 credits) at Kalamazoo Valley Community College, Baker College, Davenport University, Ferris State University, and/or Grand Rapids Community College for the equivalent level one Accounting course.*

**This course counts toward the Michigan Merit Curriculum as the fourth-related Math credit during the senior year. It also can earn the student a Visual Performing Arts credit. This approved Career Technical Education course can also be substituted for 2nd year Foreign Language and 3rd year Science.*

Textbook & Online Working Papers

Century 21 Accounting, Tenth Edition, 2014; Claudia Bienias Gilbertson, CPA, Mark W. Lehman, CPA/CFE; Debra Harmon Gentene, NBCT, South-Western Educational Publishing

Course Curriculum

The student will study the following...

CHAPTER	TITLE	CONTENT
1	Starting a Proprietorship	Accounting in Action How Business Activities Change the Accounting Equation How Transactions Change Owner's Equity in an Accounting Equation
2	Analyzing Transactions into Debit and Credit Parts	Using T Accounts Analyzing How Transactions Affect Accounts Analyzing How Transactions Affect Owner's Equity Accounts
3	Journalizing Transactions	Recording Transactions and the General Journal

		Transactions Affecting Prepaid Insurance and Supplies
		Transactions Affecting Owner's Equity and Asset Accounts
		Starting a New Journal Page
4	Posting to a General Ledger	Using Accounts and Preparing and Maintaining a Chart of Accounts
		Posting from a General Journal to a General Ledger and Proving Cash
		Journalizing Correcting Entries and Correcting Posting Errors
5	Cash Control Systems	Checking Accounts
		Bank Reconciliation
		Dishonored Checks and Electronic Banking
		Petty Cash
6	Work Sheet and Adjusting Entries for a Service Business	Creating a Work Sheet
		Planning Adjusting Entries on a Work Sheet
		Completing the Work Sheet and Finding Errors on a Work Sheet
		Journalizing and Posting Adjusting Entries
7	Financial Statements for a Proprietorship	Preparing an Income Statement
		Preparing a Balance Sheet
8	Recording Adjusting and Closing Entries for a Service Business	Recording Closing Entries
		Preparing a Post-Closing Trail Balance
9	Accounting for Purchases and Cash Payments	Subsidiary Ledgers and Controlling Accounts
		Accounting for Merchandise Purchases
		Posting from a Purchases Journal
		Accounting for Cash Payments
		Posting from a Cash Payments Journal
10	Accounting for Sales and Cash Receipts	Accounting for Sales on Account
		Posting from a Sales Journal
		Accounting for Cash and Credit Card Sales
		Posting from a Cash Receipts Journal
11	Accounting for Transactions Using a General Journal	Accounting for Purchases Transactions Using a General Journal
		Recording Sales Transactions Using a General Journal
		Accounting for the Declaration and Payment of a Dividend
Note*		An Automated Accounting simulation will close the year's curriculum. If student takes Advanced Accounting, the course will start with Ch. 12 and will continue with the Adv. syllabus schedule.