

**Portage Northern High School**  
**Advanced Accounting (II and III)**  
**Course Syllabus – Mrs. Meyer**  
[www.mrsmeyersmap.weebly.com](http://www.mrsmeyersmap.weebly.com)

**Course Description**

This *Education for Employment* course will enable the student to expand on topics introduced in the first-year course with a new focus on corporate accounting, while adding new topics about management accounting, cost accounting, not-for-profit accounting, and financial analysis. Accounting concepts are introduced using a modern business with owners that students can relate to in each cycle. Students are given more responsibility and accountability in an independent study environment.

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

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 (student may be able to “test out” of the level two course depending on the instructor).*

*\*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 2<sup>nd</sup> year Foreign Language and 3<sup>rd</sup> year Science.*

**Textbook & Online Working Papers**

Century 21 Accounting, Ninth Edition, 2014; Claudia Bienias Gilbertson, CPA, Mark W. Lehman, CPA/CFE; Debra Harmon Gentene, NBCT, South-Western Educational Publishing/Aplia.com (online workbook)

**Course Curriculum**

The student will study the following... *(after a review of year-one accounting concepts)*

12	<b>Preparing Payroll Records</b>	Calculating Employee Earnings
		Determining Payroll Tax Withholding
		Preparing Payroll Records
		Prepare payroll checks
13	<b>Accounting for Payroll and Payroll Taxes</b>	Recording a Payroll
		Recording Employer Payroll Taxes
		Reporting Withholding and Payroll Taxes
		Paying Withholding and Payroll Taxes
14	<b>Accounting for Uncollectible Accounts Receivable</b>	Uncollectible Accounts Receivable
		Writing Off and Collecting Uncollectible Accounts

		Receivable
		Promissory Notes
15	<b>Preparing Adjusting Entries and a Trial Balance</b>	Planning Adjusting Entries
		Adjusting Merchandise Inventory and Interest Receivable
		Adjusting accumulated Depreciation
		Calculating Federal Income Tax
16	<b>Financial Statements and Closing Entries for a Corporation</b>	Prepare an Income Statement
		Prepare a Statement of Stockholders Equity
		Prepare a Balance Sheet
		Record Closing Entries for Income Statement Accounts
		Preparing a Post-Closing Trial Balance
17	<b>Financial Statement Analysis</b>	Vertical Analysis of an Income Statement
		Vertical Analysis of a Balance Sheet
		Horizontal Analysis
		Analyzing Financial Statements Using Financial Ratios
18	<b>Acquiring Capital for Growth and Development</b>	Short-Term Debt Financing
		Long-Term Debt Financing
		Capital Stock
		Acquiring Additional Capital
19	<b>Accounting for Plant Assets, Depreciation, and Intangible Assets</b>	Buying Plant Assets and Paying Property Taxes
		Calculating Depreciation Expense
		Journalizing Depreciation Expense
		Disposing of Plant Assets
		Declining-Balance Method of Depreciation
		Buying Intangible Assets and Calculating Amortization Expense
20	<b>Accounting for Inventory</b>	Determining the Quantity of Merchandise Inventory
		Determining the Cost of Merchandise Inventory
		Estimating Inventory
21	<b>Accounting for Accruals, Deferrals, and Reversing Entries</b>	Accruals
		Deferrals
22	<b>End-of-Fiscal-Period Work for a Corporation</b>	Preparing Adjusting Entries
		Preparing an Income Statement, Statement of Stockholders' Equity, and Balance Sheet
		Preparing a Statement of Cash Flows

		Preparing Closing and Reversing Entries
23	<b>Accounting for Partnerships</b>	Forming a Partnership
		Distribution of Net Income and Owners' Equity Statements
		Dissolving a Partnership
24	<b>Recording International and Internet Sales</b>	Record transactions for international sales
		Record transactions for Internet sales