

PETERS TOWNSHIP HIGH SCHOOL

COURSE SYLLABUS: ACCOUNTING 1 ONLINE

Course Overview and Essential Skills

The purpose of this course is to introduce students to the basic skills required in the Accounting field. These skills include, but not limited to, manipulating the Accounting equation, organizing credits and debits, journalizing entries and posting to ledgers. This course is broken into two parts. Part one focuses on accounting for a service business organized as a proprietorship where a majority of time will be spent on analyzing and organizing various transactions. Part two revolves around accounting for a merchandising business organized as a corporation. While transactions will still be a focal point in part two, other imperative information will emerge such as payroll and tax organization. **THIS IS AN ONLINE CLASS** and the coursework is completed independently. It is the student's responsibility utilize class time to ensure that assignments are completed by their due date.

Course Textbook and Required Materials

- Century 21 South-Western Accounting 8th Edition; ISBN: 0-538-97255-6
- Unless specifically stated, all student work will be submitted via Aplia.com
- A calculator for simple math calculations.

Course Outline of Material Covered:

Unit or Topic	Concepts/Skills/Resources	Timeframe
Part 1: Accounting for a Service Business Organized as a Proprietorship (Chapters 1 – 8)	<ul style="list-style-type: none"> • Changes to the Accounting Equation • Analyzing Transactions into Debit and Credit Parts • Recording Transactions in a General Journal • Posting from a General Journal to a General Ledger • Cash Control Systems 	Week 1 – Week 9
	<ul style="list-style-type: none"> • Worksheet for a Service Business • Financial Statements for a Proprietorship • Recording Adjusting and Closing Entries for a Service Business 	Week 10 - 18
Part 2: Accounting for Merchandising Business Organized as a Corporation (Chapters 9 – 16)	<ul style="list-style-type: none"> • Journalizing Purchases and Cash Payments • Journalizing Sales and Cash Receipts Using Special Journals • Posting to General and Subsidiary Ledgers • Preparing Payroll Records • Payroll Accounting, Taxes and Reports 	Week 19 – 27
	<ul style="list-style-type: none"> • Distributing Dividends and Preparing a Worksheet for a Merchandising Business • Financial Statements for a Corporation • Recording Adjusting and Closing Entries for a Corporation 	Week 28 – Week 36

**Depending on the needs of the class or changes in the school year, the course outline is subject to change.*