

Accounting

CLASS OFFERING: ACCOUNTING

Performance Objective: A. Accounting Cycle in Simplest Form

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*A-A-1	1. Explain the importance of accounting.	
*A-A-2	2. Describe how to begin and how to prepare a balance sheet.	
*A-A-3	3. Define business terms used in accounting.	
*A-A-4	4. Explain the general journal.	
*A-A-5	5. Post entries in the ledger.	
*A-A-6	6. Analyze transactions into debit and credit parts.	
*A-A-7	7. Describe and explain income transactions and income accounts.	
*A-A-8	8. Describe and explain the use of the cash journal.	
*A-A-9	9. Explain the need for posting and the importance of accuracy.	
*A-A-10	10. Understand the use of a multi-column worksheet.	
*A-A-11	11. Understand the procedure used in closing a ledger.	
	<i>*Required objectives for one semester course offering.</i>	

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Performance Objective: B. Combination Journal and Subsidiary Ledgers

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*A-B-1	1. Describe a combination journal and its uses.	
*A-B-2	2. Describe totaling and proving the combination journal.	
*A-B-3	3. Explain an accounts receivable ledger and its uses.	
*A-B-4	4. Explain an accounts payable ledger and its uses.	
*A-B-5	5. Summarize the principles of posting.	
*A-B-6	6. Lists types of endorsements.	
*A-B-7	7. Write a check and reconcile a bank statement.	
*A-B-8	8. Complete an eight-column worksheet.	
*A-B-9	9. Describe various types of financial statements used for business such as balance sheets and income and capital statements.	
*A-B-10	10. Explain the procedure for adjusting and closing entries.	
	<i>*Required objectives for one semester course offering.</i>	

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Performance Objective: C. Payroll Systems

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*A-C-1	1. Explain and prepare payroll taxes and tax reports.	
*A-C-2	2. Complete payroll register.	
*A-C-3	3. Record the payroll.	
A-C-4	4. Report withholding and payroll taxes.	
<i>*Required objectives for one semester course offering.</i>		

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Performance Objective: D. Special Journals

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
<p>A-D-1</p> <p>A-D-2</p> <p>A-D-3</p> <p>A-D-4</p> <p>*A-D-5</p> <p>*A-D-6</p>	<ol style="list-style-type: none"> 1. Identify the purposes of each of the special journals: general, purchases, cash payments, cash receipts, and sales. 2. Employ the special journals to record transactions for a business. 3. Record transactions in special journals using discounts and sales taxes. 4. Identify the flow of financial data through a retail cash register system. 5. State the purpose of a petty cash fund. 6. Journalize transactions to establish and replenish a petty cash fund. <p style="text-align: center;"><i>*Required objectives for one semester course offering.</i></p>	

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Performance Objective: E. Partnerships and Corporations

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
A-E-1	1. Describe how a partnership is formed.	
A-E-2	2. Record a partner's salary.	
A-E-3	3. Prepare financial statements of a partnership.	
A-E-4	4. Prepare closing entries for a partnership.	