



Business Department Curriculum Guide

Accounting 1 – CP

Course Description
Through independent and collaborative problem solving and the use of technology, students will develop the knowledge and skills needed to create, maintain, and interpret the financial records of a business, whether as employee or entrepreneur. Students will also develop vital personal financial skills, including budgeting, banking, borrowing, and investing, to foster financially sound decision-making in the future. Real world, business-related topics, such as ethics, are incorporated into the course to help students develop an understanding of issues existing in today's economy. This course is offered as an optional Dual Enrollment course through Quincy College.

Subject: Accounting 1 – CP

Units	Content Topics
Introduction to Business and Accounting Term 1 September	<ul style="list-style-type: none"> ▪ Entrepreneurship ▪ Forms of Ownership and Types of Business ▪ Importance of Accounting ▪ Chart of Accounts and Account Classification ▪ Calculate Worth and Percentage of Equity ▪ Analyze Transactions ▪ Prepare Financial Statements: Income Statement, Balance Sheet, and Statement of Cash Flows. ▪ Accounting Career Options
Transaction Analysis and Impact on Financial Statements Term 1/2 October/November	<ul style="list-style-type: none"> ▪ Debit and Credit Rules ▪ Double-Entry Transaction Analysis ▪ Interpret an Analysis ▪ Prepare a Trial Balance ▪ impact of Transactions on Financial Statements ▪ Prepare Advanced-Level Financial Statements: Income Statement, Balance Sheet, Statement of Cash Flows
Using Spreadsheets in Accounting Recording Journal Entries and Updating Ledgers Ethics Term 2 November/December	<ul style="list-style-type: none"> ▪ Google Sheets for Accounting ▪ Journalize transactions ▪ Prove a Journal ▪ Update and Prove Ledgers with Trial Balance and Subsidiary Schedules ▪ Analyze Accounting Errors and Journalize Correcting Entries ▪ Ethics: Development of, Relation to Business, Causes of Unethical Behavior, Case Analysis



Units	Content Topics
Personal Finance: Budgeting Term 2 December	<ul style="list-style-type: none"> Analyze Spending and Saving Habits and Identify Improvements Needs vs. Wants Set Financial Goals Prepare Budgets (Personal, Grocery, College, Salary-Based)
Cash Control Personal Finance: Banking Term 2 December/January	<ul style="list-style-type: none"> Protecting Money Forms of Payment Checks, Deposits, and Withdrawals Tracking Transactions Bank Statements Online Banking/Apps Balancing an Account
Payroll Personal Finance: Income and Taxes Term 3 February/March	<ul style="list-style-type: none"> Prepare a W4 Calculate Earnings, Deductions, and Net Pay Build Payroll Spreadsheet Analyze a W2 Form Prepare a 1040 Form Using TurboTax Journalize Employer Payroll Transactions
Adjusting Accounts Term 3 March	<ul style="list-style-type: none"> Analyze account information to record adjustments Impact of Adjustments on Account Balances and Financial Statements
Financial Statements Personal Finance: Investing Term 3/4 March/April	<ul style="list-style-type: none"> Uses of Financial Statements Utilizing Financial Statements for Investment Purposes Calculate, Interpret, and Analyze Financial Ratios Create a Stock Investment Portfolio Spreadsheet Prepare a Multi-Step Income Statement, Distribution of Net Income/Loss Statement for a Partnership, Owner's Equity Statement, Balance Sheet, and Statement of Cash Flows
The Closing Process Term 4 April	<ul style="list-style-type: none"> Journalize Closing Entries and Update Account Balances Prepare a Post-Closing Trial Balance



Units	Content Topics
Personal Finance: Credit and Borrowing Term 4 May	<ul style="list-style-type: none"> ▪ Building a Good Credit Score ▪ Impact of Credit Score ▪ Credit Report ▪ Debt ▪ Credit Cards ▪ Comparing Financing Options ▪ Principal and Interest ▪ Buying a Car ▪ Buying a Home ▪ Cost of College (Sticker vs. Net Price) ▪ Student Loans
Accounting for Merchandising Operations Term 4 June	<ul style="list-style-type: none"> ▪ Calculate Sales Tax ▪ Account for Sales, Returns, Allowances, and Discounts ▪ Account for Purchases, Returns, and Allowances for Merchandise ▪ Impact on Financial Statements