

Accounting I Core Standards and Objectives

Standard 1: Students will acquire and use accounting terminology and professional attitude and skills throughout the study of accounting.

Objectives:

1. Define accounting and explain the purpose of the accounting system.
2. Define and use accounting terminology and generally accepted accounting principles effectively.
3. Develop and demonstrate critical thinking and problem solving skills.
4. Develop and demonstrate team building to enhance cooperative learning and interpersonal skills.
5. Develop and demonstrate business ethics.
6. Show quality of work.
7. Enhance decision making skills.
8. Explore technological advances and programs within the field of accounting.
9. Identify and explain three forms of business ownership: Sole Proprietorship, Partnership and Corporation.
10. Identify and explain three types of businesses: Service, Merchandising and Manufacturing.

Standard 2: Students will list and identify characteristics of the three basic accounting equation elements.

Objectives:

1. Demonstrate an understanding of the fundamental accounting equation.
2. Classify items as assets, liabilities, or owner's equity accounts.
3. Explain why the accounting equation must be in balance.

Standard 3: Students will apply the theory of debit and credit to the accounting equation, define a business transaction, and show how and why accounts are increased and decreased.

Objectives:

1. Demonstrate the theory of debit and credit to increase and decrease accounts and the resulting changes that occur in the accounting equation.
2. Explain and give examples of business transactions; refer to a chart of accounts to identify the account titles that are increased or decreased.
3. Use T-accounts to show increase/decrease effects brought about by business transactions.
4. Identify temporary accounts: income/revenue and expense accounts.
5. Describe the purposes of the revenue/sales, expense and drawing/withdrawal accounts, and illustrate the effects on owner's equity.
6. Explain the concept that debits must equal credits.

Standard 4: Students will identify and use source documents for journalizing transactions; students will post journal entries to a ledger.

Objectives:

1. Identify several different types of source documents.
2. Analyze business transactions from source documents; journalize transactions using various journal formats.
3. Explain the purpose of a journal and its relationship to the ledger.
4. Explain the purpose of a ledger account.
5. Post information from the journal to the ledger, and explain the need for post-referencing in accounting; use the audit trail to trace a transaction.

Standard 5: Students will prepare, analyze and interpret Financial Statements.

Objectives:

1. Prepare a Trial Balance and explain its uses and limitations.
2. Identify and use correct methods for locating and correcting errors shown by the trial balance.
3. Prepare a formal Income Statement
4. Assess the need for identifying Net Income/Net Loss and providing data to management.
5. Determine the change in Owner's Equity over the fiscal period.
6. Prepare a formal Balance Sheet.
7. Prepare and explain the purposes of each financial statement and describe the way they articulate with each other.

Standard 6: Students will prepare closing entries and a Post-Closing Trial Balance.

Objectives:

1. Identify the accounts that need to be closed.
2. Journalize and post the closing entries.
3. Prepare a Post-Closing Trial Balance.

Standard 7: Students will demonstrate proper cash management.

Objectives:

1. Define cash.
2. Identify cash control techniques.
3. Review banking vocabulary and identify the specific details of business-related banking forms/documents.
4. Prepare banking documents/forms.
5. Prepare a bank statement reconciliation and make necessary journal entries.
6. Demonstrate cash proof of the checkbook, bank statement and cash account.
7. List and discuss situations in which small amounts of cash must be paid out.
8. Journalize and post transactions to establish, add to (increase), and replenish the petty cash fund.
9. Prepare cash proof; use the petty cash receipts as a source document for replenishing the fund.

Standard 8: Students will acquire automated accounting competency or calculator proficiency if computers are not available (OPTIONAL STANDARD).

Objectives:

1. Use spreadsheet and accounting software to maintain accounting records.
2. Describe the differences between manual and computerized accounting systems.
3. Demonstrate basic math functions on the computer or calculator.
4. Use the computer or calculator as a tool for verification of processed work.
5. Identify types of computer and application software available in the marketplace.
6. Explore internet web sites for accounting purposes.
7. Explore careers associated with technological advances in accounting.