WIHS Business Education Department

College Accounting

Scope and Sequence

Written by Trish Portnoy, CPA

TOPIC	LOCATION IN TEXTBOOK Paradigm College Accounting Fourth Edition Revised	# DAYS TO SPEND ON THE TOPIC	STANDARD BEING ADDRESSED
● THE NATURE OF ACCOUNTING o Accounting defined; users of information o Types and forms of business o operations o Elements of accounting o Business transactions and the accounting equation o Financial statements- brief overview	2 - 29	2-29	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter One Assessment		1	
● RECORDING BUSINESS TRANSACTIONS o The T-Account; rules for debits and o Credits o Recording transactions in asset, liability, and owner's equity accounts o Temporary owner's equity o accounts o The Trial Balance o Normal balance side of accounts	38 - 61	9	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings.

			Standard 3a: Universal Foundations Skills – Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Two Assessment		1	
● STARTING THE ACCOUNTING CYCLE FOR A SERVICE BUSINESS o The accounting cycle o Analyzing transactions from source documents o Recording transactions in a journal o Posting from the journal to the ledger o Preparing a trial balance of the ledger ● Locating and correcting errors	68-100	8	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Three Assessment		1	
● THE ACCOUNTING CYCLE CONTINUED-WORKSHEET, FINANCIAL STATEMENTS, AND ADJUSTING ENTRIES o Adjusting entries (includes unearned revenue, unrecorded expenses and revenue) o Worksheet- preparing and using o Journalizing and posting adjusting entries	110 - 137	9	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings.

			Standard 3a: Universal Foundations Skills – Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Four Assessment		1	.
● COMPLETING THE ACCOUNTING CYCLE FOR A SERVICE BUSINESS-CLOSING ENTRIES AND THE POST-CLOSING TRIAL BALANCE o Purpose of closing entries o Journalizing and posting closing balance o Preparing a post-closing trial balance o Summary of accounting cycle o Fiscal period o The bases of accounting	146 - 170	8	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Five Assessment		1	
● Comprehensive Review Problem Assessment	177 - 178	4	
● CASH AND THE COMBINED JOURNAL o Cash defined and control of cash o The combined journal o Accounting for petty cash o The Change Fund o Cash short and over	180 -215	8	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions.

 o Bank checking accounts o Maintaining a checking account o Writing checks and the bank statement			**Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Six Assessment		1	
● ACCOUNTING FOR A MERCHANDISING BUSINESS-PURCHASES AND CASH PAYMENTS o Merchandising activity-procedures, trade and cash discounts, and recording of same o Accounts payable subsidiary ledger-includes schedule o Posting the purchases journal o Recording and posting the cash payments journal	222 - 259	9	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Seven Assessment		1	
● ACCOUNTING FOR A MERCHANDISING BUSINESS- SALES AND CASH RECEIPTS o Recording and posting of sales to accounts receivable subsidiary ledger	268 - 305	8	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions.

o Sales returns and allowances, sales discounts, schedule of accounts receivable o Recording cash receipts; accounting for sales taxes, credit card sales			**Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Eight Assessment		1	
● WORKSHEET AND ADJUSTMENTS FOR A MERCHANDISING BUSINESS o Chart of accounts for a merchandising business o Determining adjustments- o merchandise inventory, supplies, insurance, depreciation, unpaid salaries o The end-of-period work sheet	318 - 342	9	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Nine Assessment		1	
● FINANCIAL STATEMENTS AND CLOSING ENTRIES FOR A MERCHANDISING BUSINESS o Preparing financial statements- the classified income statement; the completed income statement; the statement of owner's equity; the	350 - 385	8	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions.

classified balance sheet; working capital and the current ratio o Journalizing adjusting and closing entries o The post-closing trial balance ● Reversing entries ● Interim statements			**Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Ten Assessment		1	
● Comprehensive Review Problem 2 Assessment	393 - 396	4	
● ACCOUNTING FOR PAYROLL: EMPLOYEE EARNINGS AND DEDUCTIONS o Calculating gross earnings; payroll deductions, calculating net earnings o Payroll record keeping o Payroll systems- manual and automated o Accounting entry for employee earnings and deductions o Employer payroll taxes o Filing and making payroll tax payments	398 - 422	8	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Eleven Assessment		1	
● ACCOUNTING FOR PAYROLL: EMPLOYER TAXES AND REPORTS o Describe and calculate payroll taxes imposed on the employer	428 - 452	8	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions.

o Record employer's payroll taxes; record the payment of taxes o Describe and account for workers' compensation insurance.			**Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Twelve Assessment		1	
● ACCOUNTING FOR NOTES AND INTEREST o Determining and calculating date and interest on a note o Notes payable and interest expense,; notes receivable and interest income o Accounting for dishonored and discounted notes	460 - 486	9	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Thirteen Assessment			
● ACCOUNTING FOR BAD DEBTS o Using the direct write-off method o Using the allowance method o Recovery of bad debts	494 - 516	9	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions.

o Tax Reform Act of 1986			**Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Fourteen Assessment		1	
● ACCOUNTING FOR MERCHANDISING INVENTORY o Periodic inventory system o Methods-FIFO, LIFO, Weighted-average, specific identification o Lower of cost or market rule o Estimating inventories-gross profit and retail methods o Perpetual inventory systems	524 - 555	9	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● Chapter Fifteen Assessment		1	
● EXCEL SPREADSHEET UNIT		5	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions.

o Computer lab unit with graded assignment			**Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the work place and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
● QUICKBOOKS SOFTWARE o Computer Lab training unit with graded assignment – Four weeks		20	**Standard 1: Career Development –** Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, abilities to future career decisions. **Standard 2: - Integrated Learning** – Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings. **Standard 3a: Universal Foundations Skills –** Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace. **Standard 3b: Career Majors** – Students who choose a career major will acquire the career-specific technical knowledge/skills necessary to progress.
Final Exam Review		4	
Final Exam		-	
Total Days of Instruction		180	