

URBANDALE COMMUNITY SCHOOL DISTRICT
CURRICULUM FRAMEWORK OUTLINE

SUBJECT:	Vocational Education - Business Education	
COURSE TITLE:	Accounting I	
GRADE LEVEL:	9, 10, 11, 12	Elective
PREREQUISITES:	None	2 Credits/2 Semesters

COURSE DESCRIPTION:

In Accounting I, basic accounting procedures are developed and practiced through the use of business papers and practice sets. Instruction is given in the preparation and use of journals, ledgers, checking accounts, and financial statements. Also included are such topics as payroll, personal income tax preparation, depreciation of plant assets, petty cash, inventory systems, and special journals. The course is designed to give the student an understanding of the “language of business” and to prepare students for further study in the area of business at the high school and post-secondary level. The role of computers in accounting is also introduced. Students may take the first semester of this course for one credit.

CONTENT STANDARDS AND BENCHMARKS:

Content Standard I. Demonstrate comprehension, computation, and applied technology skills.

Benchmarks:

- Analyze business transactions and how they affect business accounts.
- Analyze, journalize, and post business transactions.
- Prepare a worksheet including adjustments.
- Complete financial statements and closing entries from a worksheet.
- Record business transactions using a special journal for a merchandising business.
- Define and use accounting terminology related to accounting control systems.
- Calculate and record interest received and paid on notes.
- Create accounting documents using a spreadsheet software program.

Content Standard II. Develop communication, employability, and life-management skills.

Benchmarks:

- Record personal financial records.
- Record payroll transactions, including taxes and payroll records.
- Recognize entry-level positions, educational requirements, and career opportunities in accounting.
- Use basic accounting terminology as it relates to the fundamental accounting equation.



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**CONTENT STANDARDS AND COURSE BENCHMARKS WITH INDICATORS
FOR ACCOUNTING I:**

**Standard I. Demonstrate comprehension, computation, and applied technology skills.
Students in Accounting I should be able to...**

Benchmark: Analyze business transactions and how they affect business accounts.

Indicators: Identify the accounts affected by a business transaction.
Classify accounts by type (Asset, Liability, Owner's Equity, Revenue,
Expense).
Determine whether the affected account balances are increased or decreased.

Benchmark: Analyze, journalize, and post business transactions.

Indicators: Journalize business transactions (as analyzed in Benchmark A) in a journal
using double-entry accounting.
Post transactions from a journal to ledger accounts and recalculate account
balances.

Benchmark: Prepare a worksheet including adjustments.

Indicators: Prepare the heading and trial balance of a worksheet.
Calculate and record adjustments in the adjustment section of a worksheet.
Extend account balances to Balance Sheet and Income Statement sections of a
worksheet.
Calculate net income or net loss on a worksheet.
Total and rule a worksheet.

Benchmark: Complete financial statements and closing entries from a worksheet.

Indicators: Use information from the worksheet to prepare an Income Statement.
Use information from the worksheet to prepare a Balance Sheet.
Journalize and post the Closing Entries.
Prepare a Post Closing Trial Balance.



Benchmark: Record business transactions using a special journal for a merchandising business.

Indicators: Journalize and post Purchases transactions using a Purchases Journal.
Journalize and post Cash Payments transactions using a Cash Payments Journal.
Journalize and post Sales transactions using a Sales journal.
Journalize and post Cash Receipts transactions using a Cash Receipts journal.

Benchmark: Define and use accounting terminology related to accounting control systems.

Indicators: Be able to use a Petty Cash system and journalize transactions related to petty cash.
Identify the correct definition of accounting terms related to a petty cash system.
Determine if petty cash is short or over and journalize the necessary transaction.
Prepare a voucher to replenish petty cash.
Determine the value of Merchandise Inventory.
Identify the correct definition of accounting terms related to an inventory system.
Determine the cost of Merchandise Inventory using LIFO, FIFO, and weighted average methods.
Estimate the cost of merchandise inventory using the gross profit method.

Benchmark: Calculate and record interest received and paid on notes.

Indicators: Calculate and record notes payable and notes receivable transaction.
Calculate and record adjusting and closing entries for accrued revenue and accrued expenses.

Benchmark: Create accounting documents using a spreadsheet software program.

Indicators: Create a Worksheet template using a spreadsheet software program.
Create an Income Statement template using a spreadsheet software program.
Create a Balance Sheet template using a spreadsheet software program.

**Standard II. Develop communication, employability, and life-management skills.
Students in Accounting I should be able to ...**

Benchmark: Record personal financial records.

Indicators: Prepare and write a check and complete a check stub.
Reconcile a bank statement.
Record a bank service charge and dishonored check.



Benchmark: Record payroll transactions, including taxes and payroll records.

Indicators: Complete payroll time cards.
Calculate and journalize withholding and payroll taxes.
Prepare semi-monthly payroll.
Prepare an employee's earnings record.
Journalize and post semi-monthly payroll.
Journalize and post employer's payroll taxes.

Benchmark: Recognize entry-level positions, educational requirements, and career opportunities in accounting.

Indicators: Define terminology related to accounting careers.
Identify job-related duties associated with accounting.
Demonstrate an understanding of the types of preparation, training, and education needed for various jobs in accounting.
Identify current job opportunities.
Identify different types of accounting related workers and the work tasks associated with each.

Benchmark: Use basic accounting terminology as it relates to the fundamental accounting equation.

Indicators: Define Assets, Liabilities, and Owner's Equity.
Classify accounts into assets, liabilities, and owner's equity.
Recognize the effects of revenue and expenses on owner's equity.

No student enrolled in the Urbandale Community School District shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the District's programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The policy of the District shall be to provide educational programs and opportunities for students as needed on the basis of individual interests, values, abilities and potential.

