

# Computerized Accounting 1

## Syllabus 2018 -19

Mrs. McNulty – B207

Class Period E

Night Back - Wednesday

Text: South-Western Century 21 Accounting, 9<sup>th</sup> Edition

Website: [www.cengagebrain.com](http://www.cengagebrain.com)

Required Materials: Textbook for classroom use only, notebook, calculator

1. Students will be required to complete Vocabulary, Critical Thinking, Internet Activities and End of Lesson Reviews (Work Together/On Your Own) for EACH section.
2. Students will be required to complete each Application Problem, Mastery Problem and Challenge Problem at the end of each chapter.
3. Students are responsible for making up any work missed due to absences either at home or afterschool.
4. If a student is absent the day of a test, the test has to be made up within 3 days of the original test date.
5. All assignments are available online.
6. Grading:
  - Assignments – 60%
  - Tests – 30%
  - Participation/Attendance – 10%

Questions/Concerns please contact me at [mcnultys@lynnschools.org](mailto:mcnultys@lynnschools.org)

# ***CENTURY 21 ACCOUNTING, 9e***

## **General Journal**

### **Chapters 1-17 Objectives**

#### **Chapter 1 Starting A Proprietorship: Changes that Affect the Accounting Equation**

After studying Chapter 1, you will be able to:

1. Define accounting terms related to starting a service business organized as a proprietorship and to changes that affect the accounting equation.
2. Identify accounting concepts and practices related to starting a service business organized as a proprietorship and to changes that affect the accounting equation.
3. Classify accounts as assets, liabilities, or owner's equity and demonstrate their relationships in the accounting equation.
4. Analyze how transactions affect accounts in an accounting equation.

#### **Chapter 2 Analyzing Transactions into Debit and Credit Parts**

After studying Chapter 2, you will be able to:

1. Define accounting terms related to analyzing transactions into debit and credit parts.
2. Identify accounting practices related to analyzing transactions into debit and credit parts.
3. Use T accounts to analyze transactions showing which accounts are debited or credited for each transaction.
4. Analyze how transactions to set up a business affect accounts.
5. Analyze how transactions affect owner's equity accounts.

#### **Chapter 3 Recording Transactions in a General Journal**

After studying Chapter 3, you will be able to:

1. Define accounting terms related to journalizing transactions.
2. Identify accounting concepts and practices related to journalizing transactions.
3. Record in a general journal transactions to set up a business.
4. Record in a general journal transactions to buy insurance for cash and supplies on account.
5. Record in a general journal transactions that affect owner's equity and receiving cash on account.
6. Start a new journal page.

#### **Chapter 4 Posting from a General Journal to a General Ledger**

After studying Chapter 4, you will be able to:

1. Define accounting terms related to posting from a general journal to a general ledger.
2. Identify accounting concepts and practices related to posting from a journal to a general ledger.
3. Prepare a chart of accounts for a service business organized as a proprietorship.
4. Post amounts from a general journal to a general ledger.

5. Prove cash.
6. Analyze and journalize correcting entries.

## **Chapter 5      Cash Control Systems**

After studying Chapter 5, you will be able to:

1. Define accounting terms related to using a checking account and a petty cash fund.
2. Identify accounting concepts and practices related to using a checking account.
3. Prepare business papers related to using a checking account.
4. Reconcile a bank statement.
5. Journalize dishonored checks and electronic banking transactions.
6. Establish and replenish a petty cash fund.

## **Chapter 6      Work Sheet for a Service Business**

After studying Chapter 6, you will be able to:

1. Define accounting terms related to a work sheet for a service business organized as a proprietorship.
2. Identify accounting concepts and practices related to a work sheet for a service business organized as a proprietorship.
3. Prepare a heading and a trial balance on a work sheet.
4. Plan adjustments for supplies and prepaid insurance.
5. Complete a work sheet for a service business organized as a proprietorship.
6. Identify selected procedures for finding and correcting errors in accounting records.

## **Chapter 7      Financial Statements for a Proprietorship**

After studying Chapter 7, you will be able to:

1. Define accounting terms related to financial statements for a service business organized as a proprietorship.
2. Identify accounting concepts and practices related to preparation of financial statements for a service business organized as a proprietorship.
3. Prepare an income statement for a service business organized as a proprietorship and analyze an income statement using component percentages.
4. Prepare a balance sheet for a service business organized as a proprietorship.

## **Chapter 8      Recording Adjusting and Closing Entries for a Service Business**

After studying Chapter 8, you will be able to:

1. Define accounting terms related to adjusting and closing entries for a service business organized as a proprietorship.
2. Identify accounting concepts and practices related to adjusting and closing entries for a service business organized as a proprietorship.
3. Record adjusting entries for a service business organized as a proprietorship.
4. Record closing entries for a service business organized as a proprietorship.
5. Prepare a post-closing trial balance for a service business organized as a proprietorship.

## **Chapter 9 Journalizing Purchases and Cash Payments**

After studying Chapter 9, you will be able to:

1. Define accounting terms related to purchases and cash payments for a merchandising business.
2. Identify accounting concepts and practices related to purchases and cash payments for a merchandising business.
3. Journalize purchases of merchandise using a purchases journal.
4. Journalize cash payments and cash discounts using a cash payments journal.
5. Prepare a petty cash report and journalize the reimbursement of the petty cash fund.
6. Total, prove, and rule a cash payments journal and start a new cash payments journal page.
7. Journalize purchases returns and allowances and other transactions using a general journal.

## **Chapter 10 Journalizing Sales and Cash Receipts Using Special Journals**

After studying Chapter 10, you will be able to:

1. Define accounting terms related to sales and cash receipts for a merchandising business.
2. Identify accounting concepts and practices related to sales and cash receipts for a merchandising business.
3. Journalize sales on account using a sales journal.
4. Journalize cash receipts using a cash receipts journal.
5. Record sales returns and allowances using a general journal.

## **Chapter 11 Posting To General and Subsidiary Ledgers**

After studying Chapter 11, you will be able to:

1. Define accounting terms related to posting to ledgers.
2. Identify accounting practices related to posting to ledgers.
3. Post separate items from a purchases, cash payments, and general journal to an accounts payable ledger.
4. Post separate items from a sales, cash receipts, and general journal to an accounts receivable ledger.
5. Post separate items from a cash payments and general journal to a general ledger.
6. Post special journal column totals to a general ledger.
7. Journalize and post correcting entries affecting customer accounts.

## **Chapter 12 Preparing Payroll Records**

After studying Chapter 12, you will be able to:

1. Define accounting terms related to payroll records.
2. Identify accounting practices related to payroll records.
3. Complete a payroll time card.
4. Calculate payroll taxes.
5. Complete a payroll register and an employee earnings record.
6. Prepare payroll checks.

### **Chapter 13 Payroll Accounting, Taxes, and Reports**

After studying Chapter 13, you will be able to:

1. Define accounting terms related to payroll accounting, taxes, and reports.
2. Identify accounting concepts and practices related to payroll accounting, taxes, and reports.
3. Analyze payroll transactions and record a payroll.
4. Record employer payroll taxes.
5. Prepare selected payroll tax reports.
6. Pay and record withholding and payroll taxes.

### **Chapter 14 Distributing Dividends and Preparing a Work Sheet for a Merchandising Business**

After studying Chapter 14, you will be able to:

1. Define accounting terms related to distributing dividends and preparing a work sheet for a merchandising business.
2. Identify accounting concepts and practices related to distributing dividends and preparing a work sheet for a merchandising business.
3. Journalize the declaration and payment of a dividend.
4. Begin a work sheet for a merchandising business.
5. Plan work sheet adjustments for merchandise inventory, supplies, prepaid expenses, uncollectible accounts, and depreciation.
6. Calculate federal income tax and plan the work sheet adjustment for federal income tax.
7. Complete a work sheet for a merchandising business.

### **Chapter 15 Financial Statements for a Corporation**

After studying Chapter 15, you will be able to:

1. Define accounting terms related to financial statements for a merchandising business organized as a partnership.
2. Identify accounting concepts and practices related to financial statements for a merchandising business organized as a corporation.
3. Prepare an income statement for a merchandising business organized as a corporation.
4. Analyze an income statement using component percentages and financial ratios.
5. Prepare a statement of stockholders' equity for a merchandising business organized as a corporation.
6. Prepare a balance sheet for a merchandising business organized as a corporation.

### **Chapter 16 Recording Adjusting and Closing Entries for a Corporation**

After studying Chapter 16, you will be able to:

1. Identify accounting concepts and practices related to adjusting and closing entries for a merchandising business organized as a corporation.
2. Record adjusting entries.
3. Record closing entries for income statement accounts.
4. Record closing entries for dividends.
5. Prepare a post-closing trial balance.

## **Chapter 17 Accounting for Uncollectible Accounts Receivable**

After studying Chapter 17, you will be able to:

1. Define accounting terms related to uncollectible accounts.
2. Identify accounting concepts and practices related to uncollectible accounts.
3. Calculate, journalize, and post estimated uncollectible accounts expense.
4. Journalize and post entries related to writing off and collecting uncollectible accounts receivable.