

I. **Southwest Mission Statement:** To challenge students to grow in knowing, loving, and serving God and others.

II. **Course Description:** Accounting is described as the “language of business.” It is a detailed system that has been created in order to communicate consistently and accurately in the business world. The course will be broken into two parts. We will first learn the system of a service business organized as a proprietorship, and then we will learn accounting for a merchandising business organized as a corporation. The intent of this course is to practice the skills of an accounting system, as well as lay a foundation for students who have interest in pursuing accounting/finance in their continued education.

III. **Mr. John Top, jtop@swmch.org**

IV. **Instruction Philosophy:** Our intent will be to learn this Accounting language through readings in the textbook, examples shown in class, and your own practice and repetition. Examples, practice, and repetition will allow you to absorb the material and process of the accounting system. Occasionally, you will be challenged to engage a chapter at your own pace. I will be available as a resource to answer questions and guide you along the path, but this will allow you work ahead if you wish and show initiative in your learning. Daily work is used simply as a tool. Yes, you are required to finish assignments. Yet, the purpose of the daily work is to prepare you to show me what you’ve learned through simulations and assessment.

V. **Assessment Philosophy:** Assessment will take several forms. After each chapter, we will take a test that includes True/False, Multiple Choice, and Matching, as well as some basic accounting processes. Also, we will periodically complete Reinforcement Activities which will combine several different chapters and allow you to practice and display what you’ve learned over several chapters. Finally, we will give ourselves real life experience while completing Simulations. Simulation 1 will be organizing an accounting system as a proprietorship, while Simulation 2 will be involve a merchandising business organized as a corporation. All three of these tools will be used in order for you as a student to show what you’ve learned.

VI. **Program Goals:** Accounting is a piece of the Business Program at Southwest MN Christian. We want you to see Accounting as a man made system that fits into the orderliness of God’s creation. The knowledge of Accounting allows us as Christians to communicate in business, make good financial decisions, and handle money, whether personal or in business, in a God honoring way.

VI. Course Outline / Schedule / Standards

PART 1: ACCT FOR A SERVICE BUS. ORGANIZED AS A PROPRIETORSHIP

8 Chapters (17 Weeks)

Week 1

Chapter 1: Starting a Proprietorship: Changes that Affect the Accounting Equation

Week 2

Chapter 2: Analyzing Transactions into Debit and Credit Parts

Week 3

Chapter 3: Journalizing Transactions

Week 4 & 5

Chapter 4: Posting to a General Ledger

Week 6

Chapter 5: Cash Control Systems

Week 7

Reinforcement Activity 1 - Part A

An Accounting Cycle for a Proprietorship: Journalizing and Posting Transactions

Week 8 & 9

Chapter 6: Worksheet for a Service Business

Week 10 & 11

Chapter 7: Financial Statements for a Proprietorship

Week 12

Chapter 8: Recording Adjusting and Closing Entries for a Service Business

Week 13

Reinforcement Activity 1 - Part B

An Accounting Cycle for a Proprietorship: End of the Fiscal Period Work

Week 14 & 15

Simulation 1: Rico Sanchez, Disc Jockey

Week 16 & 17

Monopoly: Organized as an Accounting System

PART 2: ACCT. FOR A MERCHANDISING BUS. ORGANIZED AS A CORPORATION

8 Chapters (18 Weeks)

Week 18

Chapter 9: Journalizing Purchases and Cash Payments

Week 19

Chapter 10: Journalizing Sales and Cash Receipts Using Special Journals

Week 20 & 21

Chapter 11: Posting to General and Subsidiary Ledgers

Week 22

Chapter 12: Preparing Payroll Records

Week 23

Chapter 13: Payroll Accounting, Taxes, and Reports

Week 24

Reinforcement Activity 2 - Part A

Week 25 & 26

Chapter 14: Distributing Div. and Preparing a Work Sheet for a Mer. Business

Week 27

Chapter 15: Financial Statements for a Corporation

Week 28 & 29

Chapter 16: Recording Adjusting and Closing Entries for a Corporation

Week 30 & 31

Reinforcement Activity 2 - Part B

Weeks 32 - 35

Simulation 2: UNIQUE GLOBAL IMPORTS

VII. Projects/Simulations

1. Reinforcement Activity 1: A & B
2. Reinforcement Activity 2: A & B
3. Monopoly: Organized as an Accounting System
4. Simulation 1: RICO SANCHEZ, DISC JOCKEY
5. Simulation 2: UNIQUE GLOBAL IMPORTS

VIII. Assessment

Each of these three assessment categories will have an impact on the assessment portion of your grade which will account for 50% of your final grade.

1. TESTS

Tests will be taken following each chapter. They will consist of T/F, Multiple Choice, Matching, as well as Accounting Practices.

2. REINFORCEMENT ACTIVITIES

3. SIMULATIONS

Final Grade Break-Down

Daily Work	= 40%
Assessment	= 50 %
<u>Final</u>	= 10%
	= 100%